

Expressions of interest are invited from across the Civil and Public Service for Secondment to the position of Head of Corporate Services (Principal Officer Standard) in Oberstown Children Detention Campus.

TO ALL PERSONNEL OFFICERS / HR MANAGERS

Personnel Officers / HR Managers are requested to bring this notice to the attention of all eligible staff within their Department/Organisation and aegis bodies under their remit.

The secondment will be for a 2 year period initially, with a possible extension of 1 year.

Please note that the closing date for receipt of applications is **noon on Friday 27 June 2025**.

Oberstown Children Detention Campus (Oberstown)

Organisation Background

Oberstown Children Detention Campus (Oberstown) is a national service that provides a safe and secure environment for young people remanded in custody or sentenced by the Courts for a period of detention. We are located on a single site in Oberstown, Lusk, Co Dublin.

The principal objective of the campus under the Children Act 2001 is to provide appropriate care, education, training and other programmes to young people between 12 and 18 years with a view to reintegrating them successfully back into their communities and society. The framework for providing these objectives is through CEHOP® which focuses on providing Care, Education, Health and wellbeing interventions, Offending behaviour programmes and Preparation for leaving.

Oberstown works with a range of other agencies and disciplines to meet the care needs of its young people while on campus. Placement planning is a priority to ensure that time spent on campus is as effective as possible to achieve best outcomes for each young person.

More information on Oberstown Children Detention Campus is available at

<http://www.oberstown.com>.

Our Vision

To provide young people with the highest standards of rights-based, child-centred care that meets their needs and enables them to maximise their potential.

Our Values

In Oberstown, we:

1. Place young people at the heart of what we do.
2. Listen to young people, acknowledging their right to participate and influence decisions that affect them.
3. Act with integrity and are accountable for our actions.
4. Respect each other – our staff, young people and external partners – promoting honesty and authenticity.
5. Work in partnership to fulfil our shared vision.
6. Foster learning, encouraging new ideas and ways of working.

Head of Corporate Services

Purpose of the Post

We have recently undergone an organisation design (OD) process to determine the relevant and right capabilities at senior management, and throughout the organisation, to enable Oberstown to deliver the Organisational Strategy and optimise business processes and operations.

Oberstown Children Detention Campus is now seeking a Principal Officer as Head of Corporate Services. This senior leadership position is an exciting and challenging role for an experienced manager who can demonstrate an excellent working knowledge of relevant areas of financial management, human resources, information management and technology, strategic planning, along with a proven track record in the management and delivery of corporate services.

As a member of the Senior Management Team, the successful candidate will play a key role in the organization by influencing its capacity to perform its functions effectively in a complex environment. The position offers an opportunity for an ambitious, enthusiastic and committed professional with a strong commitment to serving the public interest, to influence and contribute to the development of the Campus.

The role of Head of Corporate Services will have oversight responsibility for:

- Finance Management
- Business Strategy

- Human Resources
- Information Management & Technology
- Communications
- Strategic Planning

Principal Duties and Responsibilities

- Lead out in the development and management of all internal support systems to ensure they operate efficiently and effectively, including human resources, financial management, information systems, procurement and organisational change.
- Lead out in the design, development and implementation of the organisations People Strategy which focuses on recruitment, retention and management of people to ensure their high performance, with an emphasis on development and talent.
- Responsible for Strategic leadership of Oberstown's financial affairs, developing and recommending budget and financial planning strategies, budget monitoring and reporting to the Director, providing all appropriate assurances to the Board, Director and to the Department of Children, Disability and Equality.
- Responsible for strategic and operational leadership of the human resources function and the provision of advice on personnel matters to the Director and Deputy Directors, including oversight of development and review of people strategies, policy proposals and procedures on personnel matters including recruitment, staff appraisal, training and development, payroll, pensions and employee relations.
- Responsible for strategic leadership for the information and oversight of ICT strategy development and implementation while also ensuring Oberstown ICT systems are secure, up to date and fit for purpose at all times.
- Working with the Director and senior leadership team, to develop corporate and business plans, and lead in the development of a coherent corporate services strategy through achievable action plans.
- Responsible for the oversight of all Garda vetting processes for staff in the employment or service of Oberstown, including the management of the information provided and ensuring information governance related legal requirements are met.
- To develop plans across Corporate Services to support implementation of the agreed business strategies for Oberstown which are focused on delivering Oberstown's objectives and priorities and which mitigate all identified risks.

- Fostering a values based culture of accountability, innovation, continual learning, staff development and wellbeing. To develop an organisational culture of continuous improvement, collaboration and value for money.
- Driving high performance to ensure daily operations support delivery of strategic outcomes.
- Establishing good working relations with key stakeholders and manage relationships effectively with key external contractors and suppliers.
- Liaising with the Department of Children, Disability and Equality on reporting mechanisms, staffing, management framework, financial delegation etc.
- Representing the Director and Oberstown where appropriate
- Working closely with the Board and relevant Boards Sub Committees to ensure they are kept up to date on all strategy implementation and business transformation initiatives.
- Staying up-to-date with industry trends, emerging risks, and regulatory changes to ensure that the organisation's strategy remains relevant and effective.
- Working with senior managers to develop a positive and inclusive working environment.
- Providing support across performance management framework as appropriate.

The above duties are not intended to be an exhaustive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time, and to contribute to the development of the post while in office.

Reporting Relationships

The Head of Corporate Services will report to and work closely with the Director. The Head of Corporate Services will provide updates to the Oberstown Board and work with relevant Board sub-Committees as required.

The role will also have line management responsibility for Finance (including Payroll and Pensions), HR, IT and Communications, with 6 direct reports.

Confidentiality

In the course of your employment, you may have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In

addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

Eligibility

Candidates must, on 27 June 2025:

- Be an existing substantive Principal Officer (standard) in the civil or public service and have not less than two years' service in the grade either continuously or in aggregate.
- Have a rating of "Satisfactory" in their 2024 PMDS end of year review – this 2024 PMDS rating must be recorded and available to their HR Unit on the closing date.
- Be suitable from the point of view of health, with particular reference to sick leave Circular 12/2023.
- Possess the necessary qualifications, experience, skills and competencies required to perform the role.

Requirements

Qualifications

The criteria below outline the qualifications, skills, knowledge and/or experience that the candidates will need to demonstrate for discharge of the responsibilities of the post.

Applications will be assessed on the basis of how well candidates satisfy these criteria.

Essential Criteria

- A qualification at level 8 or higher on the National Framework of Qualifications.
- At least 5 years' experience in a senior leadership role, ideally in a complex environment, managing multiple projects with a range of stakeholders, with a proven track record of success either in human resources, financial management or organisational change in a multi-disciplinary context linking service delivery to strategic objectives.
- Good command of the English Language.
- Good character.

Desirable Criteria

- Experience of leading Corporate Services functions, including for example, Finance, Human Resources, ICT, Procurement with the capacity to quickly acquire an understanding of, and appreciation for, the Organisation's role and objectives and of the context within which it operates.

- Understanding of budgetary responsibility, including general corporate financial processes.
- Evidence of handling highly complex organisational matters and difficult situations with diplomacy and tact.
- Knowledge and experience of dealing with complex ICT systems and interface with partner organisations and departments.
- Demonstrable experience of providing effective leadership and motivating and supporting a team.
- Knowledge and experience of HR legislation, procedures and best practice.
- Experience of dealing with staff representative bodies and third-party resolution mechanisms.
- Ability to analyse complex and diverse information and communicating this effectively to colleagues.
- A willingness and capacity to assume the levels of responsibility and accountability required to carry out a range of professional and management functions and be comfortable carrying out those responsibilities from time to time in public.
- Excellent communication, interpersonal and relationship management skills and the capacity to influence and work effectively with a broad range of internal and external stakeholders in a constructive manner.
- Sound judgement, problem solving and decision-making skills.
- Self-motivation, commitment and energy, with a passion to serve and protect the public interest.
- Ambition to deliver on demanding strategic development targets with strong personal and professional credibility.
- Be a member of a prescribed professional body, such as ACCA, CIPD, or similar.
- A current, full and clean Driving Licence.

Conditions of Assignment

Location

The role will primarily be based on site in Oberstown Children Detention Campus, located in Lusk, Co. Dublin. However, blended working may be possible where necessary.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less 37 hours per week. The successful candidate will be required to work such additional hours from time to time

as may be reasonable and necessary for the proper performance of their duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Terms and Conditions

On secondment the successful candidate will retain the terms and conditions of their existing grade. The secondment will be reviewed after three months to ensure that it is meeting the expectations of both parties. In the event of an officer's service not being satisfactory the secondment arrangement will cease, and the officer will return to their parent Department/organisation.

Promotional Opportunities

While on secondment an officer will continue to have access to promotional opportunities in their parent Department/organisation. While on secondment an officer will not be eligible to compete in internal promotional competitions which are restricted to staff of Oberstown.

Conclusion of Secondment

At the end of the period of secondment, the officer will return to their parent Department/organisation, in accordance with the redeployment arrangements applying at that time.

Application and Selection Process

How to Apply

Applications must be made by submitting the following documents:

- A **short cover letter** outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive **CV**, which must include an outline of your education to date (including level on NFQ) and work experience to date.
- Completion of the competency questions form (available to download [HERE](#))

To apply for the post of **Head of Corporate Services**, please forward the above requested information via email to recruitment@oberstown.com before noon on **Friday 27 June 2025**.

Only fully completed and submitted applications will be accepted into the campaign.

Incomplete or late applications will not be accepted.

The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Oberstown is satisfied that such a person fulfils the essential requirements.

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application.
- a competitive preliminary interview.
- completion of an online questionnaire(s).
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.
- a final competitive interview which may include a presentation.

Interviews

We endeavour to give as much notice as possible for interview dates etc.; candidates should make themselves available on the date(s) specified by Oberstown Children Detention Campus.

Shortlisting

The number of applications received for a position generally exceed that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Oberstown Children Detention Campus may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Oberstown Children Detention Campus provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Security Clearances

Appointments will be subject to successful Garda vetting of the candidate. Garda vetting will be sought in respect of individuals who come under consideration for appointment.

Candidates who have lived outside this jurisdiction should obtain documentary evidence of the results of a criminal record check through the relevant authorities in those countries where they have resided. Candidates who have lived outside this jurisdiction will also be required to make or swear a declaration that they have no previous convictions in any jurisdiction. Failure to supply this information may jeopardise or delay the offer of employment.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Other Important Information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations

A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where they have not been appointed to a post, they will be disqualified as a candidate;
- and

- where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

GDPR Privacy Statement- Recruitment Process

Purpose of Processing

Oberstown Children Detention Campus conducts a competency-based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV, cover letter and complete the competency questions form for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address)

Legal Basis for Processing

- Necessary for performance of a contract or to enter into such a contract.
- Compliance with legal obligation (Terms of Employment Information Act).

Recipients

The following shall receive your information for reasons outlined below:

Recipient	Reason
HR (internal)	Storing job applications, acknowledging responses and corresponding with applicants
HR (external Service provider)	If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process
Interview Panel	The Interview Panel will receive your CV, Cover Letter and Competency Based questions to conduct shortlisting and assessing applicants
Occupational Health Practitioner	We will use your personal details to refer you to the Occupational Health practitioner if considered for appointment

Details of Data Transfers Outside the EU

This does not apply to this process.

Automated Decision Making

This does not apply to this process.

Retention Period for Data

For unsuccessful candidates, CV, cover Letter, competency based questions and correspondence shall be retained for 12 months. For successful candidates, their CV, cover Letter, competency based questions will be placed on their employee file and retained during their secondment and for an appropriate period thereafter.

Your GDPR Rights in Relation to this Process

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferrable format, at any time.
Erasure	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can have any incorrect information, due to this being updated or otherwise, to be corrected.
Objection	You can object to this information being processed.
Complain	You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.

The Organisation holds personal data about you which is subject to the Data Protection Act, 2018 and the General Data Protection Regulations 2018 (GDPR). Under the Act and the Regulations it is necessary for the performance of this contract to provide Oberstown with personal and sensitive personal information for the purposes of the administration and management of your employment and/or Oberstown's operations. This personal data may be processed manually or electronically as required.

You are also required to abide to the provisions of the Data Protection Act 2018 and the GDPR 2018 and any regulations made thereunder or amending or superseding legislation in respect of computerised or manual records relating to personal data.

Oberstown Privacy Notice can be accessed on <https://www.oberstown.com/privacy-policy/> for your further information.