

Head of Corporate Services

Job Specification & Terms and Conditions

Job Title and Grade	Head of Corporate Services
Closing Date	23 May 2026
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent contract
Salary Scale	The salary for this post ranges from €104,971 to €129,841 per annum (Principal Officer – Standard Scale)
Working Hours	Hours of attendance will be fixed from time to time but will amount to not less than 35 hours net per week.
Annual Leave	30 days annual leave per annum
Reporting Relationship	<p>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.</p> <p>The Head of Corporate Services will have line management responsibility for HR, Finance, Communications, IT, Payroll, Procurement and Capital expenditure, Buildings & Estate</p>
Purpose of the Post	<p>We have recently undergone an organisation design (OD) process to determine the relevant and appropriate capabilities at senior management, and throughout the organisation, to enable Oberstown to deliver the Organisational Strategy and optimise business processes and operations.</p> <p>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, and strategic planning, along with a proven track record in the management and delivery of corporate services.</p> <p>As a member of the Senior Management Team, the successful candidate will play a key role in the organisation 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.</p> <p>The newly created role of Head of Corporate Services will have oversight responsibility for:</p> <ul style="list-style-type: none"> • Finance management • Business strategy

	<ul style="list-style-type: none"> • Human resources • Information management and technology • Communication • Strategic planning • Payroll • Procurement and Capital expenditure • Buildings & Estate
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Principal Duties and Responsibilities

Finance Management

- Lead and oversee organisational finance operations to ensure fiscal responsibility, sustainability, and strong financial control (budgeting, forecasting, monitoring, reporting).
- Establish and maintain robust financial procedures, controls, and documented policies across the organisation.
- Oversee production of timely, accurate management accounts, including variance analysis and commentary on significant issues.
- Oversee maintenance of accounting and financial records and approval of key reconciliations
- Oversee preparation of year-end accounts and annual financial statements and manage the year-end audit process with external auditors.
- Ensure the effective and efficient use of financial resources in line with funder/sponsor and public sector requirements.
- Support or oversee internal audit execution and remediation of findings relating to financial controls.
- Provide finance-related reporting and assurance to senior leadership, Council/Commission/Board, and relevant committees (e.g., Audit & Risk, Finance and General Purposes), as required.

Business Strategy

- Act as a senior leader (Senior Management Team) contributing to organisational leadership, culture, and delivery of strategic and corporate requirements.
- Research, develop, and present strategic policies to senior decision-makers and lead implementation and follow-through.
- Drive continuous improvement and quality/process improvement initiatives across corporate and administrative functions.
- Ensure corporate services enable delivery of statutory obligations
- Support development of future commercial/business plans and performance monitoring processes to be fit for purpose and responsive to change.

Human Resources

- Oversee HR strategies, workforce planning, and HR policies/programmes to attract, retain, and develop talent aligned to organisational needs.
- Lead and develop teams across the corporate services portfolio; set high standards and ensure resources are planned and allocated effectively.
- Drive organisational development initiatives and support positive workplace culture, employee engagement, and inclusive practices aligned to public sector values.
- Ensure governance and adherence to employment legislation, internal HR audit requirements, and relevant public sector policies.
- Support training and development, skills assessment, succession planning, and performance management frameworks.
- Oversee efficient maintenance of HR records and policies.

Information Management and Technology

- Lead and oversee IT strategy development and execution aligned with organisational objectives and regulatory standards.
- Drive digital transformation and technology-enabled process improvements to enhance efficiency, data use/analytics, and stakeholder engagement.
- Oversee IT infrastructure, systems, and cybersecurity strategic/operational measures to protect sensitive information and support business continuity.
- Support implementation of new support systems (e.g., ICT/digitisation initiatives) and ensure value for money and performance from external IT partners/providers.
- Oversee information governance responsibilities in areas such as GDPR compliance, information security, and supporting business continuity requirements.

Communication

- Oversee corporate communications/public affairs and internal/external communications approaches, supporting the organisation's public image and stakeholder confidence.
- Cultivate relationships with internal and external stakeholders (e.g., government departments, regulators, sector bodies) and represent the organisation at forums/events as required.
- Provide direction on messaging/positioning for significant organisational decisions and ensure effective stakeholder communications programmes.
- Interface with central government departments on resources, policy-related matters, and corporate services support for statutory requests

Strategic Planning

- Support the Senior Management Team/Board of management in developing organisational vision and in setting and delivering the strategic plan.
- Support the organisation's strategy statement, business planning, and performance monitoring processes, ensuring they remain effective and aligned to change and efficiency goals.
- Prepare annual financial and business plans with the management team.
- Develop and implement KPIs and performance reporting to support ongoing performance management and decision-making.

Payroll

- Oversee payroll processes and ensure appropriate controls, accuracy, timeliness, and compliance are maintained.
- Ensure payroll-related policies and procedures are documented, current, and aligned with organisational controls and audit requirements.

Procurement and Capital Expenditure

- Oversee procurement and contract management and ensure value for money, compliance, and robust approval/documentation systems.
- Ensure procurement activities align with governance requirements and public sector/compliance frameworks.
- Manage outsourced work and external contractors across corporate services, ensuring performance, delivery, and cost control.
- Provide oversight for financial planning and approval mechanisms relevant to capital and significant expenditure, aligned with internal controls, audit, and governance.

Buildings & Estate

- Oversee facilities management and ensure effective delivery of office/facilities services supporting organisational operations.
- Provide leadership sponsorship for office layout changes and building modification projects.
- Ensure compliance with facilities-related statutory obligations including health & safety.
- Lead or sponsor sustainability initiatives and ensure delivery of relevant sustainability statements and compliance targets.

The above duties are not exhaustive. The Employee may be required to perform such other duties, and accept such changes to duties and areas of responsibility, as the Employer may reasonably require from time to time, having regard to the needs of the business and the Employee's role, skills, and experience.

Confidentiality

In the course of employment, the successful candidate will 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, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Leadership & Strategic Direction

- Excellent communication and interpersonal skills, including the ability to present information in a clear and concise manner.
- Leads the team, setting high standards, tackling any performance problems and facilitating high performance.
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication.
- Contributes to shaping Oberstown's strategy and policy.
- Develops capability and capacity across the team through effective delegation.
- Develops a culture of learning and development, offering coaching and constructive/supportive feedback.
- Leads the preparation for and implementation of significant change and reform.
- Anticipates and responds quickly to developments in the sector/broader environment.
- Actively collaborates with other departments, organisations and agencies.
- Actively collaborates with other Departments, Organisations and Agencies.

Judgement & Decision Making

- Identifies and focuses on core issues when dealing with complex information/situations.
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically.
- Sees relationships between issues and quickly grasps the high-level and socio-political implications.
- Identifies coherent solutions to complex issues.
- Takes action, making decisions in a timely manner and having the courage to see them through.
- Makes sound and well-informed decisions, understanding their impact and implications.
- Takes accountability for decisions.
- Strives to balance sectoral issues, political elements and citizen impact in decisions.

Management & Delivery of Results

- Initiates and takes personal responsibility for delivering results/services in own area.
- Balances strategy and operational detail to meet business needs.
- Manages multiple agendas and tasks and reallocates resources as priorities change.
- Makes optimum use of resources and implements performance measures to deliver objectives.
- Ensures the optimal use of ICT and new delivery models.
- Critically reviews projects and activities to ensure their effectiveness and that they meet organisational requirements.

- Instils the importance of efficiency, value for money and meeting corporate governance requirements.
- Ensures the team is focused and acts on business plan priorities, even when faced with pressure.

Building Relationships & Communication

- Ability to influence at all levels of the organisation.
- Speaks and writes in a clear, articulate and impactful manner.
- Actively listens, seeking to understand the perspective and position of others.
- Manages and resolves conflicts/disagreements in a positive and constructive manner.
- Works effectively within the political process, recognising and managing tensions arising from different stakeholders' perspectives.
- Persuades others; builds consensus; and gains co-operation from others to obtain information and accomplish goals.
- Proactively engages with colleagues at all levels of the organisation and across other departments/agencies.
- Organises and builds strong professional networks.
- Makes opinions known when he/she feels it is right to do so.

Specialist Knowledge, Expertise & Self Development

- Develops and maintains skills and expertise across a number of areas relevant to the role and recognised by people internally and externally.
- Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role.
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth.

Drive, Commitment & Public Service Values

- Consistently strives to perform at a high level.
- Brings a proactive and “can-do” approach every day.
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining balance and perspective in relation to work issues.
- Contributes positively to the corporate agenda.
- Is personally trustworthy, honest and respectful, delivering on promises and commitments.
- Ensures the citizen is at the heart of all services provided.
- Is resilient, maintaining composure even in adverse or challenging situations.
- Promotes a culture that fosters the highest standards of ethics and integrity.

Eligibility Criteria Qualifications and/ or experience

Essential Qualifications

- **Qualification:** A relevant qualification at **NFQ Level 8**

Desirable Criteria

- **Qualification:** A relevant qualification at **NFQ Level 9**

Essential Criteria - (Pass/Fail – Shortlisting)

Candidates **must** clearly demonstrate all of the following in their CV/application. Applications that do not meet **all** essential criteria will not be considered further.

- **Senior leadership experience:** A minimum of 7 years' relevant experience at a senior management level, leading teams and delivering outcomes in a complex organisation.
- **Corporate services leadership:** A minimum of 2 years leading at least three corporate services functions at a strategic level (for example: HR, Finance/Budgeting, ICT/Information Management, Payroll, Procurement, Facilities/Estates).
- **Financial management:** Proven experience in budgeting/financial planning, budget monitoring, and senior-level reporting/assurance.
- **Governance and compliance:** A minimum of 2 years' experience operating within a strong governance framework (including risk, policy, and compliance) and delivering services in line with relevant statutory/organisational requirements.
- **Stakeholder management:** Proven ability to engage effectively with senior internal and external stakeholders (e.g., Boards/Committees, parent departments, unions, and external service providers).

Desirable Criteria

- **Corporate services experience:** Experience across multiple corporate services functions (e.g., HR, Finance, ICT, Payroll, Procurement, Facilities/Estates) and the ability to quickly develop a strong understanding of the organisation and its operating context.
- **Complex issues and change:** Evidence of managing complex organisational issues with sound judgement, and leading organisational development and change.
- **People leadership and employee relations:** Demonstrable experience of leading and motivating teams, with experience of employee relations, including engagement with staff representative bodies.
- **Communication and influencing:** Excellent communication and relationship management skills, with the ability to analyse complex information and influence a broad range of internal and external stakeholders.
- **Public service context:** Public sector experience, or a demonstrable ability to quickly acquire an understanding of the public service environment and the public interest.

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 how you believe your skills, experience and values meet the requirements of the position. It will be helpful if applicants structure their cover letter by reference to the Essential Criteria set out above.
- A comprehensive CV, which must include an outline of your education to date (including NFQ level) and work experience to date.

Selection Methods

Oberstown will run a selection process comprising of a series of assessments administered over a number of stages, which may include:

- Initial shortlisting based on CVs.
- A competency-based interview.
- A final interview, which will include a presentation.

Shortlisting

A board will examine the CV's and assess them against the pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience in your CV.

Other important information

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

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

Prior to recommending any candidate for appointment to this position, Oberstown will make such enquiries as 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.

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

Candidates should make themselves available on the date(s) specified by Oberstown.

Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 month

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence. All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection

process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

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 s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.