

Day Supervising Officer

Job Specification & Terms and Conditions

Job Title and Grade	Day Supervising Officer (Fixed Term)
Closing Date	16 th April 2026
Location of Post	Oberstown Children Detention Campus
Contract Type	Full-time and Part-time Fixed Term 2-year Contract
Salary Scale	The salary for this post ranges from €34,659 to €51,470 per annum and secure unit Allowance €2702.47 per annum pro rata
Working Hours	Hours of attendance will be fixed from time to time but will amount to not less than 39 hours net per week.
Annual Leave	23 days annual leave pro rata
Reporting Relationship	The role holder will be advised of reporting relationship on appointment.
Purpose of the Post	<p>The primary purpose is to provide front line care of the young people on campus, as well as internal and external professional and agencies, in the provision of services to support the care and development of the young person and their re-integration into the community.</p> <p>The post holder will also be expected to provide cover for colleagues during times of absences.</p>

Principal Duties and Responsibilities

- To be directly involved in frontline care of young people, including those with behavioural difficulties, in a secure care setting.
- This role will be a days based fixed term contract and will support all the daily functions of the unit.
- To carry out duties in line with the Oberstown Children Detention Campus policies and procedures, in particular the Safeguarding and Children First policies.
- Develop and maintain professional working relationships with colleagues, children and young people, and their families.
- Work in partnership with colleagues and other professionals to meet the social, emotional, educational, health and mental health needs of the children and young people.
- Completing and maintaining administrative records relating to children and young people.
- Promoting positive outcomes for children and young people in areas of staying safe, being healthy, enjoying and achieving making a positive contribution to their own wellbeing.
- Providing a positive role model for the children and young people.
- Working in accordance with the Children's Rights Policy Framework.
- Working in accordance with all campus wide policies and procedures, such as care, HR, health and safety, operating, etc.

- Other duties commensurate with the level of responsibility that may be assigned from time to time.

The above duties are not intended to be a comprehensive 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 him/her from time to time, and to contribute to the development of the post while in office.

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 left 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.

Professional Knowledge & Experience

Demonstrate:

- Experience of working in a regulated environment.
- Demonstrate excellent numeracy skills.
- Ability to work in a systemic and process driven environment.

Communications & Interpersonal Skills

Demonstrate:

- Excellent communication and interpersonal skills.
- Strong written and report writing skills.
- Ability to influence at team level.
- Ability to adapt communication style as required.

Planning & Managing Resources

Demonstrate:

- Excellent planning and organisational skills including using computer technology effectively.
- Excellent time keeping skills.
- The ability to manage deadlines and effectively handle multiple tasks.
- The ability to manage within allocated resources and a capacity to respond to changes in a plan.

Team Working

Demonstrate:

- The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
- The ability to work independently on own initiative and as part of a team.
- The capacity for management responsibility and initiative.
- Leadership potential and strong team skill.
- Can manage conflict effectively within a team.

Commitment to a Quality Service

Demonstrate:

- Great attention to detail and high levels of accuracy.
- A commitment to maintaining high work standards.
- Possess a high level of integrity and honesty in all work settings.

Eligibility Criteria Qualifications and/ or experience

- Leaving Certificate or Equivalent (**essential**).
- Experience either working or volunteering directly with young people and / or vulnerable adults who present with challenging behaviour (**desirable**).
- Must possess appropriate ICT Skills, e.g. proficiency in Word, Excel, e-mail etc.
- A basic knowledge and understanding of relevant legislation and policy in relation to the care of young people.

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 months of work experience to date.
- (Please also outline that you are in receipt of an up-to-date full Irish Driving Licence)

In order to apply for the post of **Day Supervising Officer**, please forward the above requested information via email to recruitmentmail@oberstown.com before 16th April 2026 @ 5pm.

Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include:

- Shortlisting of candidates on the basis of the information contained in their application.
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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 applications, 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 applications 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.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED – YOU WILL NOT RECEIVED AN EMAIL IF YOU HAVENT BEEN SHORTLISTED FOR INTERVIEW

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.

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.

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.

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 months.

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.

Eligibility

Citizenship

Candidates should note that eligibility to compete for posts is confined to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

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.

Other requirements of the role

Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.