

Assistant Unit Manager

Job Specification & Terms and Conditions

Job Title and Grade	Assistant Unit Manager – multiple roles
Closing Date	Thursday 12 February 2026 @ 5pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent contract
Salary Scale	The salary scale for the post as of 1 August 2025 is: Point 1 €65,740 to Point 12 € 78,295 Secure Unit Allowance of €2702 pro rata
Working Hours	Full time, 39 hours per week
Annual Leave	30 days annual leave pro rata
Reporting Relationship	The person appointed to the position of Assistant Unit-based manager will work with and be accountable to the Unit Manager
Purpose of the Post	This is a hands on supervisory role that will support the Unit Manager in providing leadership, management and development of an effective residential social care worker team in order to provide the best possible care for our young people (YP). Operating within the Children's Rights Policy Framework, you will have responsibility for everyday-auditable of the unit for the purpose of HIQA (and other relevant bodies) inspections, ensuring compliance with all processes, policies, procedures and that Oberstown standards are consistent with the best model of detention for young people to support them maximising their potential

Principal Duties and Responsibilities

Operations

Key Areas of Responsibility:

- Support the Unit Manager to deliver effective day to day operations of the unit
- Deputise for the Unit Manager as agreed and when required and always keep the Unit Manager informed on significant issues
- Ensure that the unit is everyday-auditable for the purposes of HIQA unannounced and announced inspections on campus
- Participate and attend a range of meetings as required
- Assist and direct the planning of and co-ordination of unit shifts and monitor/intervene as appropriate

Care

Key Areas of Responsibility:

- Support the Unit Manager to ensure that policies/procedures are communicated effectively to staff and young people through providing regular briefings and updates
- Adhere to all legal obligations including 'Children First Act 2015' (Mandatory Reporting) children protection and welfare concerns
- Ensure strict adherence to policies, procedures and relevant legislation at all times and co-operate with any inspection/audit process
- Ensuring that health, safety, welfare and security on the units is paramount
- Ensure that young people's and staff personal property is stored safely at all times (Decanting)
- Support Unit Manager to oversee and lead the case management system on the unit and ensure the accuracy of data and record keeping
- Working with the Unit Manager to ensure documentation and records are kept up to date in line with policies and procedures
- Responsible for ensuring total confidentiality of personal information relating to young people, their families and staff. Ensure such information is treated in a confidential and professional manner at all times in line with Data Protection and GDPR guidelines
- Ensure that a very high standard of hygiene, cleanliness and tidiness is maintained within the unit and that furniture, fittings and equipment are cared for at all times
- Produce and contribute to a wide range of reports as required. Ensure all reports or agreed plans are completed in a timely fashion and available for inspection at all times, follow up to ensure this happens as appropriate
- Responsible for ensuring that a detailed handover is given to a designated colleague at the end of each shift, and when on leave
- On a personal level, ensure that you continuously develop and engage in regular continuous professional development initiatives
- Ensure that you stay informed in relation to the implementation of the Oberstown strategy and annual plans and be clear on your role in their implementation and delivery
- Support the Unit Manager to lead and manage the effective implementation of the Children's Right Policy Framework, take responsibility for the implementation on a consistent basis within the designated unit
- Promote a holistic approach across the campus, through working with internal services and external agencies to ensure that the complex needs of young people in Oberstown are met including but not limited to ACTS, FCAMHS, Oberstown School, medical team etc
- Fostering positive relationships with Oberstown Campus School and management team
- Working collaboratively with Programme Team and keyworkers to ensure that young people have access to relevant programmes and recreational activities
- Ensure awareness and knowledge of service providers working with Oberstown and make referrals as appropriate
- Ensure the best supports and services are provided to young people during their detention
- Take day to day responsibility for ensuring that staff provide excellent care to the young people in detention, safeguarding the rights of the young people at all times, under the responsibilities assigned to Oberstown under the 'Children's Act 2001' and 'Children's First Act 2015'

- Take day to day responsibility for the monitoring, recording and reporting of single separation trends in the unit on a weekly/ monthly basis as required in line with the 'Single Separation Policy' and associated procedures
- In line with CEHOP ensure the delivery of quality placement planning meetings, including the provision of quality key-working sessions
- Manage, plan, record and document all off-campus movement of young people and staff relevant to the unit ensuring minimal impact to the operations on the campus
- Implement admission and discharge procedures for the young people
- Report and record all incidents/accidents/assaults to Health and Safety, in line with the Incident/Accident/Assault Policy. Ensure all relevant documentation is completed, signed off and forwarded to the relevant personnel

People

Key Areas of Responsibility:

- Role model the Oberstown values, vision and purpose. Demonstrate this through your practice, interactions with Young People and the Care Team alike
- Role model high performance
- Co-manage the residential social care team effectively and appropriately and take full responsibility for delegated areas of duty
- Take primary role in the introduction and implementation of Performance Management in your unit, working closely with HR and the Unit Manager
- Pro-actively ensure that staff receive training to carry out their role effectively and fully understand all campus policies/procedures
- Follow up on non-compliance of training requirements
- Work with Unit Manager to ensure staff have a clear understanding of their roles and responsibilities through regular supervision, team meetings, probation reviews and performance management processes all of which have been recorded
- Working in conjunction with the Unit Manager to ensure all under performance is identified and managed in a timely and constructive manner
- Support the manager in leading the development and promotion of a professional social care team through providing guidance and development opportunities for staff
- Lead by example, motivate and encourage others, build team commitment
- Co-facilitate the weekly team meetings
- Working with the Unit Manager to ensure the planning and management of staff rosters (through Softworks), within agreed framework. Ensure pre-planning of annual leave/planned leave. Ensure alterations are made in the event of absences to ensure full cover in line HR policies
- Ensure administrative duties are completed in a timely manner – including payroll timesheets, accurate recording on Softworks, notifying HR of holiday/sick leave, completing return to work interviews etc
- Follow up on all anomalies regarding same.

Finance

Key Areas of Responsibility:

- Day to day management of inventories within the designated unit
- Ensure effective management of the young people's pocket money, accounts and for all monies belonging to the unit. Follow up anomalies
- Co-manage the children accounts, manage unit budgets and for the overall unit expenditure

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.

Competencies

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

Professional Knowledge & Experience

- Experience in the creation of professional documents and presentations thereby demonstrating proficiency in the use of MS Office skills to include, Word, Excel, PowerPoint, Softworks and Case Management System
- The ability to work in an accurate and methodical manner, with great attention to detail, while meeting the demands of a busy office
- Excellent numeracy/literacy skills

Planning & Managing Resources

- Excellent planning and organisational skills including using computer technology effectively
- 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 fast paced, changing environment.

Commitment to a Quality Service

- Great attention to detail and high levels of accuracy

- Awareness and appreciation of the young person's needs
- A commitment to maintaining high work standards
- A commitment to providing a quality service for every young person
- Strives to perform at a high level, investing significant energy to achieve agreed objectives and take ownership for their role in working towards the organisation's strategic plan
- To be resilient in the face of challenging circumstances and high demands
- To be personally trustworthy and can be relied upon
- Embrace the view that young people are at the heart of all services provided
- The ability to uphold high standards of honesty, ethics, integrity and responsibility

Evaluating Information, Problem Solving & Decision Making

- Flexibility, problem solving and initiative skills including the ability to adapt to change
- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate
- Is familiar with and understands their role in the implementation of the Oberstown Strategic Plan
- The ability to make sound decisions with a well-reasoned rationale and stand by these, and can determine when appropriate to escalate to a higher level of management
- The ability to gather and analyse information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
- The ability to take account of any broader issues and related implications when making decisions
- The use of previous knowledge and experience in order to guide decisions
- The ability to put forward solutions to address problems

Communications & Interpersonal Skills

- Understands and role models the vision, purpose and values of Oberstown through their everyday actions and interactions
- Good communication and interpersonal skills including the ability to present information in a clear and concise manner
- Strong written communication skills
- The ability to respect and maintain composure when dealing with staff members
- The ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining respectful and dignified
- The ability to listen to others and invite feedback, dealing with information in a constructive way
- The ability to influence others by actively listening and clearly expressing their position
- The ability to produce written correspondence/reports in a clear and concise manner

Teamwork

- Can create a good esprit de Corp within the team and works hard to keep a good team spirit
- Develop strong team building skills and develop team and individuals
- 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 share information and knowledge, as appropriate
- The ability to work independently on own initiative and as part of a team
- The capacity for management responsibility and initiative
- To possess strong team leadership and management skills

Leadership & Management Skills

- The ability to lead, coach, develop and motivate teams and individuals
- The ability to manage and implement change initiatives and reform efficiently and effectively
- The ability to lead a team, through setting high standards, tackling any performance problems & facilitating high performance
- Facilitate an open exchange of ideas and fosters an atmosphere of open communication

Eligibility Criteria Qualifications and/ or experience

Essential Criteria

- Hold a relevant third-level qualification at Level 7 or higher on the National Framework of Qualifications (NFQ).
- Registered with CORU or be eligible for registration and able to obtain registration prior to appointment.
- Maintain current (“live”) annual registration on the Social Care Worker Register maintained by the Social Care Workers Registration Board at CORU for the duration of employment.
- A minimum of three (3) years’ experience working directly with young people and/or adults who present with challenging behaviour.
- Demonstrable experience leading and/or managing people (including informal supervision, shift-leading, or mentoring).

Desirable Criteria

- A minimum of 4 years’ experience in working directly with young people and / or vulnerable adults who present with challenging behaviour
- Must possess appropriate ICT Skills, e.g. proficiency in Word, Excel, e-mail etc.
- Knowledge of relevant Irish legislation and policy in relation to the detention and care of young people
- A knowledge and understanding of relevant legislation and policy in relation to the detention and 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 **Assistant Unit Manager** please forward the above requested information via email to recruitmentmail@oberstown.com before **12 February 2026 at 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
- Competitive interview(s)
- Presentation

Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the applications and assess them against 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 on your application.

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 be 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.

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

Age restrictions shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 65 years of age.

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.