Deputy Director

Job Specification & Terms and Conditions

Job Title and Grade	Deputy Director
Closing Date	4th December 2026
Location of Post	Oberstown Children Detention Campus
Contract Type	Full-time Permanent
Salary Scale	The salary for this post ranges from €80,788 to €109,299 per annum. Secure Unit Allowance of €2,756 pro rata per annum. On Call Allowance may apply to this role
Working Hours	39 hours a week
Annual Leave	30 days annual leave & 10 bank holidays.
Reporting Relationship	The person appointed to this position will report directly to the Head of Care or an alternative designated manager.
Purpose of the Post	The Deputy Director provides strategic and operational leadership for designated areas of responsibility, ensuring the delivery of high-quality, safe and effective services in line with Oberstown's mission, vision and values. The role is focused on strengthening engagement between frontline staff and management, fostering a culture of accountability, continuous improvement and learning, and translating organisational priorities into tangible improvements for young people, staff and service delivery. The postholder will build leadership capability across the organisation, champion performance management, drive strategic and operational improvement initiatives, and ensure effective governance, stakeholder engagement and regulatory compliance. They will also deputise for the Director or Head of Care, providing leadership and representation as required.

Principal Duties and Responsibilities

- A key focus of this role will be strengthening engagement between frontline staff and management and driving meaningful organisational improvement. The postholder will be expected to maintain a visible presence across the Campus, listen to and act on staff feedback, and translate ideas into practical initiatives that result in demonstrable improvements for young people, staff wellbeing and operational effectiveness.
- Develops a culture of accountability, innovation, continuous improvement and learning
- Maintain a visible and engaged presence across the Campus, building strong relationships with frontline staff and managers, promoting a culture of accountability, learning and

continuous improvement. Lead and support practical improvement projects that result in sustainable and measurable changes to service delivery, staff experience and outcomes for young people.

- Act as champion of performance management system
- Lead and support the implementation and delivery of the Oberstown strategic plan by engaging colleagues and ensuring that relevant strategic objectives are implemented within the scope of the role and in line with the organisation's mission, vision and values.
- Coach, support and develop Line Managers and other leaders to strengthen leadership capability, promote accountability, and identify practical solutions to complex and diverse issues in order to implement best practice at all levels of the organisation.
- Ensure that policies, procedures and standards relevant to the designated functions are applied in a manner consistent with best practice, external regulatory requirements, good governance and continuous improvement
- Develop and maintain effective internal and external relationships and communications to support efficient service delivery, stakeholder engagement and the achievement of organisational objectives, and lead the development of effective professional relationships between the organisation and relevant stakeholders.
- Lead and oversee procurement and contract management within designated area(s) of responsibility, ensuring value for money, compliance with applicable public sector procurement requirements, and effective approval, record-keeping and contract administration processes.
- Ensure that procurement activity is planned and conducted in line with internal controls, delegated authorities, audit requirements, governance frameworks and other applicable public sector compliance obligations.
- Deputise for the Director or Head of Corporate Services/Care when required and undertake additional responsibilities as assigned, including representation on boards, committees and external forums.

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.

Oberstown
Children Detention Campus

Professional Knowledge & Experience

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

Communications & Interpersonal Skills

- Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner.
- Demonstrates the ability to influence others effectively.
- Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
- Maintains effective working relationships with other departments and contributes to multidisciplinary quality and service improvement meetings.

Influencing and Collaboration

- Influences and engages others through effective communication, credibility, sound judgement and relationship building.
- Facilitates discussions and decision-making processes that encourage participation, collaboration and consensus.
- Promotes an inclusive approach, ensuring diverse perspectives are considered, valued and respected.
- Works effectively across all organisational levels, fostering cooperation and strong working relationships to support service delivery and organisational objectives.
- Builds commitment and support for organisational priorities, change initiatives and service improvements.

Leadership, Engagement and Organisational Improvement

- Provides clear and effective leadership, fostering a culture of accountability, collaboration, learning and continuous improvement.
- Engages meaningfully with colleagues, listening to and acting on feedback to improve services, staff experience and organisational performance.
- Influences and supports managers and teams to implement change, improve practice and achieve strategic objectives.
- Promotes a positive and inclusive working environment where individuals feel valued, respected and empowered to contribute.
- Translates strategic priorities into practical actions and measurable improvements that enhance outcomes for young people and the organisation.
- Champions innovation and continuous improvement, encouraging new ideas and evidence-based solutions to improve service delivery.

Continuous Improvement, Innovation and Accountability

- Promotes a culture of accountability, continuous improvement and high performance.
- Encourages innovation and practical solutions to improve outcomes and service delivery.

- Uses feedback, evidence and learning to drive improvements and informed decision-making.
- Leads change initiatives and supports others to embrace new ways of working.
- Fosters a culture of learning, reflection and shared best practice.
- Ensures lessons learned from audits, reviews, incidents and feedback are translated into tangible improvements.

Specialist Knowledge, Expertise & Self Development

- Demonstrate a strong Leadership Mindset and Competence at Senior Management Level.
- Demonstrate Excellent project management skills including delivery of major projects.
- Demonstrate an ability to engage, inspire and motivate people to be at their best.
- A deep understanding of enabling and underpinning legislation and their obligations is essential. This includes but is not limited to Children's Act, Health & Safety. Likewise, an ability to transfer the meaning of policies and procedures into everyday effective management of a highly complex campus is essential.
- Demonstrate a commitment to professional and continuous personal development of self and team.
- Demonstrate an understanding and ability to navigate and continuously improve (through feedback, input etc.) Information systems including our in-house CMS.
- Excellent Influencing skills is a core competency of this role, and the successful candidate must demonstrate an acute competence to influence at all levels in the organisation. This includes influencing at board level and external agencies etc.

Eligibility Criteria Qualifications and/ or experience

Essential Criteria

- A qualification in Social Care/Psychology/ Youth and Community Development/Addiction Studies/Criminology at Level 8
- At least 3 years at experienced/senior leadership role
- A minimum of 1 years' experience of managing multiple projects in relation to engagement organisational improvement
- A minimum of 1 years' experience of working in an environment supporting vulnerable people.
- Experience of driving organisational change and service improvement initiatives.
- Experience of budgetary responsibility and managing resources particularly in the area of

Desirable Criteria

- A qualification in Business Management, Social Care, Psychology or Law at Level 9 or higher
- CORU registered
- A project management qualification
- Experience of working within, and a strong understanding of, the wider youth justice system in Ireland.

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.
- Disclosure of any criminal convictions, where applicable.

In order to apply for the post of please forward the above requested information via email to RecruitmentMail@oberstown.com **before 4th December 2026.**

Selection Methods

- shortlisting of candidates, on the basis of the information contained in their application.
- competitive interview/s

Shortlisting

Shortlisting will apply CVs will be assess 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 CV and Cover Letter.

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.

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.