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 Specific purpose (to cover a staff member on secondment)
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 pro rata per annum
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	To provide strategic and operational leadership for designated Campus functions, ensuring the delivery of safe, effective and high-quality services in line with Oberstown's mission, vision and values, while driving continuous improvement, organisational performance and the achievement of strategic objectives.

Principal Duties and Responsibilities

- Lead and support the implementation and delivery of the Oberstown Strategic Plan by engaging colleagues to ensure strategic objectives are delivered in line with the organisation's mission, vision and values.
- Provide leadership and line management to designated areas and teams as assigned ensuring high levels of performance, accountability, professional development and service delivery.
- Coach and support Line Managers to strengthen leadership capability and identify practical, child-centred solutions to complex and diverse challenges, promoting best practice at all organisational levels.
- Lead implementation of the requirements of the Children Act 2001 and the Oberstown Children's Rights Policy Framework.
- Lead, manage and support the operational needs of the Campus through the implementation of change initiatives, working in collaboration with Senior Managers, Line Managers and colleagues.
- Implement, maintain and enhance the organisation's performance management systems, guidelines and practices to align colleagues with organisational objectives, providing coaching and support in line with PMDS requirements.

- Work in partnership with colleagues and other professionals to meet the holistic needs of young people in accordance with the CEHOP Model of Care and the Children's Rights Policy Framework and Rules.
- Ensure that policies, programmes and standards set out in the Children's Rights Policy Framework and Rules are effectively implemented and continuously reviewed to support best practice, regulatory compliance and improved outcomes for young people.
- Accountable for delivering agreed service, financial and workforce targets in line with quarterly and annual organisational plans.
- Ensure effective communication and relationship management with internal and external stakeholders to support efficient and high-quality service delivery.
- Lead the development and maintenance of strong professional relationships with key stakeholders across the youth justice, social care, health, education and wider public service sectors.
- Accountable for delivering high standards of quality, safety and operational excellence within designated areas of responsibility, including services operating on a 24-hour, 7-day basis.
- Contribute to the development and implementation of organisational policies, strategies and improvement initiatives.
- 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.

Professional Knowledge & Experience

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

Commitment to providing a Quality Service

- Demonstrates a strong commitment to the delivery of quality service.
- Display awareness and appreciation of the young person and the ability to empathise with and treat others with dignity and respect.
- Demonstrates integrity and ethical stance.
- Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.

Teamwork

- Demonstrate the ability to work on own initiative as well as part of a team.
- Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working.
- Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues.
- Demonstrates the ability to lead on clinical practice.

Leadership and Organisational Impact

- Provides visible and effective leadership across assigned areas of responsibility, ensuring alignment with organisational strategy and priorities.
- Leads managers and teams to deliver high-quality, safe and effective services.
- Develops a culture of accountability, innovation, continuous improvement and learning.
- Builds organisational capability through effective workforce planning, talent development and succession planning.
- Influences and contributes to organisation-wide decision-making and strategic direction.
- Champions the rights, wellbeing and positive outcomes of young people in all aspects of service delivery.

Problem Solving & Decision Making

- Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability.
- Shows sound professional judgement in decision-making.
- Uses a range of information sources and knows how to access relevant information to address issues.
- Demonstrate resilience and composure in dealing with difficult situations.

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.

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

- Social Care Worker CORU registration
- At least 3 years at experienced/senior leader level
- A minimum of 1 years' experience of managing multiple projects particularly from a Care perspective
- A minimum of 1 years' experience of working in an environment supporting vulnerable young people.
- Experience of leading multidisciplinary teams and managing operational service delivery.
- Experience of driving organisational change and service improvement initiatives.
- Experience of budgetary responsibility and managing resources

Desirable Criteria

- A qualification at Level 9 or higher in a Care/Social Care discipline
- 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.