

**CANDIDATES INFORMATION BOOKLET
PLEASE READ CAREFULLY**

The Oberstown Children Detention Campus intend to hold a competition for the purpose of recommending persons for appointment to the position of:

DAY/NIGHT UNIT MANAGER

**OBERSTOWN CHILDREN DETENTION CAMPUS
IRISH YOUTH JUSTICE SERVICE
DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS**

CLOSING DATE: Wednesday 17th January 2018 @ 3:00pm

The Oberstown Children Detention Campus is committed to a policy of equal opportunity.



An Roinn Leanaí
agus Gnóthaí Óige
Department of
Children and Youth Affairs



Irish Youth Justice Service
Seirbhís na hÉireann um Cheartas i leith an Aosa Óig

Oberstown Children Detention Campus

Information Note

Oberstown Children Detention Campus (Oberstown) provides a safe and secure environment for young people sentenced or remanded by the Courts. The facilities are located on a single site in Oberstown, Lusk, Co Dublin. Oberstown is funded by the Irish Youth Justice Service (IYJS), which is an office within [the Department of Children and Youth Affairs](#). Oberstown is subject to a single Board of Management which is appointed by the Minister for Children and Youth Affairs.

The principal objective of the campus under the [Children Act 2001](#) is to provide care, education, training and other programmes for young people under 18 years of age, with the aim of reintegrating them back into the community, capable of making a positive and productive contribution to society.

The proposed appointments to the grade of Day/Night Unit Manager (UM) will be made by the Oberstown Children Detention Campus Board of Management. It will be a condition of appointment that the employees concerned will be available for deployment as authorised by the Board to any unit within the campus.

Development of the Oberstown Children Detention Campus

At present, the existing Oberstown Children Detention Campus is responsible for detention and remand of young people up to 18 years.

More information on the Oberstown Children Detention Campus and the Irish Youth Justice Service is available on www.iyjs.ie and at www.oberstown.com

Day/Night Unit Manager (UM) in the Oberstown Children Detention Campus

Job Title and Grade	Day/Night Unit Manager
Competition Reference	UM 1812/02
Closing Date	Wednesday 17th January 2018 @ 3:00pm
Location of Post	Oberstown, Lusk, Co. Dublin

Employer

The person appointed will be employed by the Board of Management of the Oberstown Children Detention Campus (Oberstown).

Reporting Relationship

The person appointed to the position of Day/Night Unit Manager (UM) will work with and be accountable to the Deputy Director – Residential Service Manager or his/her delegate.

The Role of Day/Night Unit Manager

Manage develop and lead a cohesive, focused and effective residential social care staff team in the delivery of high quality services which comply at all times with regulations and standards

Principal Duties and Responsibilities

- Manage the team effectively and appropriately and take full responsibility for delegated areas of duty.
- Ensure that all staff maintain a high standard of care within their units, that the rights of the young people are safeguarded and that planned programmes are carried through.
- Ensure the organisation and management of staff duty rosters, making any necessary alterations due to staff absences and pre-planning of staff leave
- Implement admission and discharge procedures for the young people
- Ensure that all information relating to the young people and their families and staff colleagues is treated in a thoroughly professional manner and that confidentiality is strictly maintained at all times
- Report immediately to the Deputy Director – Residential Service Manager or designate any incidence of malpractice in relation to the treatment of young people at Oberstown.
- Ensure that physical and psychological punishment is never permitted under any circumstances and making every effort to ensure that the young people are not subjected to bullying or the threat of bullying
- Report and record all accidents/incidents (however minor) to the Deputy Director – Residential Service Manager or the Campus Director
- Ensure that policies and procedures of Oberstown are strictly adhered to

- Ensure that all documentation is completed in line with the policies and procedures, which may, from time to time, be reviewed and updated
- Convene and direct unit staff meetings
- Operational responsibility for Health, Safety, Welfare and Security on the units
- Responsible for the organisation of the out-of-school hours recreational programme, including camps, outings etc. Ensure that programmes of leisure and recreational activities for the young people are planned and coordinated in advance
- Operational responsibility for inventories within the designated unit
- Attend Court Cases and carrying out escort duties as required
- Prepare Court Reports and other relevant Reports when required. Ensure all Placement Planning Meetings are correctly recorded and that all records are kept up to date. Chair Placement Planning Meetings in the absence of the Deputy Director – Residential Service Manager.
- Liaise with parents, social workers, probation service and other relevant statutory and voluntary agencies as appropriate
- Responsible for the young people's pocket money, accounts and for all monies belonging to the unit. Ensure personal property is stored safely at all times
- Administrative duties in relation to staff – submitting staff timesheets to payroll fortnightly; notifying HR of holiday, sick leave, completing return to work interviews etc.
- Discharge administrative duties related to the operation of a designated unit
- Implement Oberstown system of staff supervision.
- Assist the Deputy Director – Residential Service Manager in Oberstown staff probation and appraisal programme.
- 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
- Delegate responsibilities where appropriate
- Discharge certain duties normally allocated to the Deputy Director – Residential Service Manager during periods of absence or as required
- Undertake the full range of care staff duties, which are discharged by subordinate colleagues
- Perform any other relevant duties requested by the Deputy Director – Residential Service Manager or Campus Director
- Work in accordance with the *Standards and Criteria for Oberstown 2008*, relevant legislative provisions and co-operate with any inspection process
- Other duties commensurate with the level of responsibility that may be assigned from time to time.

The above Job Description is not intended to be a comprehensive list of all duties 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.

Eligibility Criteria

Qualifications and/or experience

Each candidate for the post must have:

- A qualification at degree level in social care, social work, youth work, teaching, nursing, psychology or another relevant comparable discipline, which included supervised professional practice placements, or the equivalent level of qualification from outside Ireland, accredited by the National Qualifications Authority of Ireland,

Accreditation by the National Qualifications Authority of Ireland should be formally established by the candidate in advance of an application being made for this position.

- A minimum of 5 years' experience post qualification in working directly with young people and/or vulnerable adults who present with challenging behaviour.
- A qualification in Management with relevant experience.
- Must be able to demonstrate sufficient evidence of; Leadership, Communication, Interpersonal, Organisational and Decision Making skills relevant to this role.
- Must possess appropriate ICT Skills, e.g. proficiency in Word, Excel, e-mail etc.
- Evidence of ability to comply, including registration, with all relevant bodies regulating health and social care professionals, as in force at the closing date for applications or introduced at a later date (e.g. under the Health and Social Care Professionals Act 2005).
- Knowledge of relevant Irish legislation and policy in relation to the detention and care of young people
- An understanding of structure and procedures in the provision of secure and residential accommodation in Ireland

Driving Licence

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

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 an ability to be fully involved in physical restraints where necessary (training to be provided).

Character

Each candidate must be of good character.

Age

Age restrictions shall only apply to a candidate where he/she 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.

Self-Assessment Questionnaire for Day/Night Unit Manager Candidates

Could you do the following?

- **Work in a role with extraordinary variety**
- **Act with discretion and treat information in a confidential manner**
- **Develop a range of new skills that you can apply in your role**
- **Understand the relevant legislation and apply it in your role**
- **Perform CPR, having received the appropriate training, on a critically injured person**
- **Maintain a good level of physical fitness**
- **Understand that in the role you will have to deal with negativity but need to maintain a positive perspective**
- **Undergo training in behavioural management and be involved with colleagues as part of a trained team in a physical restraint**
- **Build close working relationships with your team and colleagues**
- **Maintain your composure, even when severely provoked**
- **Work when rostered on duty on weekends and public holidays, including Christmas and Easter**
- **Perform escort duties to and from court which may involve the use of handcuffs – training to be provided**
- **Build close professional relationships with young people who have been in difficulty with the law**
- **Be fully competent and capable of undertaking the duties attached to the position**
- **Take part in sporting and leisure activities with young people**

Terms and Conditions of Employment

Tenure

Appointment is as an employee of the Board of Management of the Oberstown Children Detention Campus.

The appointment is to a whole-time permanent position.

Successful candidates shall serve a minimum period of 12 months on probation (see below).

The employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position.

Remuneration

The salary for this post ranges from € 54,923 - € 64,538 per annum

Allowances specific to this post is payable. These included Secure Unit Allowance and allowances for working unsocial hours.

The rates of remuneration and allowances may be adjusted from time to time in line with Government pay policy.

Working Week

Hours of attendance will be fixed from time to time but will amount to not less than an average of 39 hours gross per week.

Successful candidates will be required to work on a roster, including Saturdays, Sundays and public holidays, and such additional hours (including "on call" if required) from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave

The minimum annual leave allowance for this position is 26 days per annum.

Superannuation

With effect from 1 January 2013 all new recruits to the Public Service will be members of the Single Public Service Pension Scheme ("Single Scheme"), as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Probation

Successful candidates shall serve a minimum period of 12 months on probation.

Should the UM services be satisfactory as regards health, conduct and efficiency generally during the probationary period, the UM will be finally appointed, on completion of the period.

Should the UMs services be unsatisfactory, the appointment may be terminated at any time during the probationary period.

All employees will comply with supervision and any Performance Management Development system in place.

Official Secrecy and Integrity

A Day/Night Unit Manager will, during the term of appointment, be subject to the Official Secrets Act, 1963 as amended by the provisions of the Freedom of Information Act, 1997, the Freedom of Information (Amendment) Act, 2003 and the Ethics in Public Office Acts, 1995 & 2001.

Applicants from outside the European Economic Area

While the Board of Management will be an equal opportunities employer, in line with current Department of Jobs, Enterprise & Innovation work permit requirements, offers of appointment to non European Economic Area (EEA) citizens will only be made in the event that an EEA citizen cannot be found to fill a vacancy.

The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway.

For more details on EEA countries please see below or visit the Department of Jobs, Enterprise & Innovation www.djei.ie

European Economic Area Nationals

EEA nationals who do not require work permits / visas / authorisations are nationals of the following countries: Austria, Belgium, Bulgaria, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Switzerland and Romania

The Application and Selection Process

How to apply

Applicants should apply directly to www.oberstown.com.

Only fully submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Oberstown is satisfied that such a person fulfils the essential requirements.

*If you do not receive an acknowledgement of receipt of your application within **2 days** of applying, please contact Hr Department at 01 8526433 or email hr@oberstown.com*

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).
- Psychometric Assessment.

Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the application forms 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 the application form.

References

Three written references will be sought for applicants under consideration.

Security Clearances

Appointments will be subject to successful Garda vetting of the candidate. Garda vetting will be sought in respect of individuals who come under consideration for appointment.

Candidates who have lived outside this jurisdiction should obtain documentary evidence of the results of a criminal record check through the relevant authorities in those countries where they have resided. Candidates who have lived outside this jurisdiction will also be required to make or swear a declaration that they have no previous convictions in any jurisdiction. Failure to supply this information may jeopardise or delay the offer of employment.

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.

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, who is not already a permanent employee before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the organisation.

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.

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.

Data Protection Acts 1988 & 2003

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and your application remains in Oberstown. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to:

Data Protection Controller
 Oberstown Children Detention Campus
 Oberstown
 Lusk
 Co Dublin

Ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the ‘Oberstown Children Detention Campus’. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

**Proposed Management Reporting Relationship,
 Oberstown Children Detention Campus, Oberstown**

