

**Head of Corporate Services  
 Job Specification, Terms & Conditions**

<b>Job Title and Grade</b>	Head of Corporate Services
<b>Contract Type</b>	Permanent Contract
<b>Location of Post</b>	Oberstown Children Detention Campus
<b>Salary</b>	€98,665 - €122,041 Principal Officer Standard Scale. Placement on appropriate point of scale in accordance with Public Service Guidelines
<b>Working Hours</b>	Hours of attendance will amount to not less than an average of 37 hours per week.  Successful candidates will be required to work from time to time such hours as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the terms and conditions of employment and the working time regulations.
<b>Reporting Relationship</b>	The Head of Corporate Services and HR will report to and work closely with the Director. The Head of Corporate Services and HR will provide updates to the Oberstown Board and work with relevant Board sub Committees as required.  The Head of Corporate Services and HR will have line management responsibility for HR, Finance, IT and Information, Risk and Governance.
<b>Purpose of the Post</b>	We have recently undergone an organisation design (OD) process to determine the relevant and right capabilities at senior management, and throughout the organisation, to enable Oberstown to deliver the Organisational Strategy and optimise business processes and operations. Oberstown Children Detention Campus is now seeking a Principal Officer as Head of Corporate Services. This senior leadership position is an exciting and challenging role for an experienced manager who can demonstrate an excellent working knowledge of relevant areas of financial management, human resources, governance, risk management, information management and technology, strategic planning, along with a proven track record in the management and delivery of corporate services, governance, secretarial and related compliance functions. As a member of the Senior Management Team, the successful candidate will play a key role in the organization by influencing its capacity to perform its functions effectively in a complex environment. The position offers an opportunity for an ambitious, enthusiastic and committed professional with a strong commitment to serving the public interest, to influence and contribute to the development of the Campus. The newly created role of Head of Corporate Services and HR will have oversight responsibility for : <ul style="list-style-type: none"> <li>• Finance Management</li> <li>• Business Strategy</li> <li>• Human Resources</li> <li>• Information Management &amp; Technology</li> <li>• Strategic Planning</li> </ul>

	<ul style="list-style-type: none"> <li>• Records Management and oversight</li> </ul>
<p><b>Principal Duties and Responsibilities</b></p>	<p><b>Principal Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Lead out in the development and management of all internal support systems to ensure they operate efficiently and effectively, including human resources, financial management, information systems, procurement and organisational change.</li> <li>• Lead out in the design, development and implementation of the organisations People Strategy which focuses on recruitment, retention and management of people to ensure their high performance, with an emphasis on development and talent.</li> <li>• Responsible for Strategic leadership of Oberstown’s financial affairs, developing and recommending budget and financial planning strategies, budget monitoring and reporting to the Director, providing all appropriate assurances to the Board, Director and to the Department of Children, Equality, Disability, Integration and Youth.</li> <li>• Responsible for strategic and operational leadership of the human resources function and the provision of advice on personnel matters to the Director and Deputy Directors, including oversight of development and review of people strategies, policy proposals and procedures on personnel matters including recruitment, staff appraisal, training and development, payroll, pensions and employee relations.</li> <li>• Responsible for strategic leadership for the information and data management function and oversight of ICT strategy development and implementation while also ensuring Oberstown ICT systems are secure, up to date and fit for purpose at all times.</li> <li>• Working with the Director and Deputy Directors, to develop corporate and business plans, and lead in the development of a coherent corporate services strategy through achievable action plans.</li> <li>• Responsible for the oversight of all Garda vetting processes for staff in the employment or service of Oberstown, including the management of the information provided and ensuring information governance related legal requirements are met.</li> <li>• Responsible for strategic risk management and governance activity including business continuity needs, the Business Continuity Plan, procedures and measures for health and safety and audit (internal and external) are in place and that the highest standards of probity and good conduct are maintained.</li> <li>• To develop plans across Corporate Services and HR to support implementation of the agreed business strategies for Oberstown which are focused on delivering Oberstown’s objectives and priorities and which mitigate all identified risks.</li> <li>• Fostering a values based culture of accountability, innovation, continual learning, staff development and wellbeing. To develop an organisational culture of continuous improvement, collaboration and value for money.</li> <li>• Driving high performance to ensure daily operations support delivery of strategic outcomes.</li> <li>• Establishing good working relations with key stakeholders and manage relationships effectively with key external contractors and suppliers.</li> <li>• Liaising with the Department of Children, Equality, Disability, Integration and Youth on reporting mechanisms, staffing, management framework, financial delegation etc.</li> <li>• Representing the Director and Oberstown where appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for all records held, created or used as part of the business, including corporate and administrative records whether paper-based or electronic and also including emails in line with General Data Protection Regulations (GDPR) as well as the Data Protection Act 2018.</li> <li>• Working closely with the Board and relevant Boards Sub Committees to ensure they are kept up to date on all strategy implementation and business transformation initiatives.</li> <li>• Staying up-to-date with industry trends, emerging risks, and regulatory changes to ensure that the organisation's strategy remains relevant and effective.</li> <li>• Working with senior managers to develop a positive and inclusive working environment.</li> <li>• Providing support across performance management framework as appropriate.</li> </ul> <p><b>The above Job Description is not intended to be an exhaustive 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.</b></p> <p><b>Confidentiality</b> In the course of your employment, you may 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, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.</p>
<p><b>Eligibility Criteria Qualifications and/ or experience</b></p>	<p><b>Applicants must by the closing date of application have the following:</b></p> <ul style="list-style-type: none"> <li>• A qualification at Level 8 or higher on the National Framework of Qualifications</li> <li>• Seven years post qualification experience working at a senior level in a complex environment, managing multiple projects with a range of stakeholders, with a record of success either in human resources, financial management or organisational change in a multi-disciplinary context linking service delivery to strategic objectives.</li> <li>• Experience of leading Corporate Services functions, including for example, Finance, Human Resources, ICT, Procurement with the capacity to quickly acquire an understanding of, and appreciation for, the Organisation's role and objectives and of the context within which it operates.</li> <li>• Understanding of budgetary responsibility, including general corporate financial processes.</li> <li>• Evidence of handling highly complex organisational matters and difficult situations with diplomacy and tact.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge and experience of dealing with complex ICT systems and interface with partner organisations and departments.</li> <li>• Demonstrable experience of leading and managing Corporate Services and supporting organisational development and change.</li> <li>• Demonstrable experience of providing effective leadership, and motivating and supporting a team.</li> <li>• Knowledge and experience of HR legislation, procedures and best practice.</li> <li>• Experience of dealing with staff representative bodies and third party resolution mechanisms.</li> <li>• Ability to analyse complex and diverse information and communicating this effectively to colleagues.</li> <li>• Sound knowledge of governance and risk management policies and processes and experience of their application</li> <li>• A willingness and capacity to assume the levels of responsibility and accountability required to carry out a range of professional and management functions and be comfortable carrying out those responsibilities from time to time in public</li> <li>• Excellent communication, interpersonal and relationship management skills and the capacity to influence and work effectively with a broad range of internal and external stakeholders in a constructive manner</li> <li>• Sound judgement, problem solving and decision making skills;</li> <li>• Self-motivation, commitment and energy, with a passion to serve and protect the public interest</li> <li>• Ambition to deliver on demanding strategic development targets with strong personal and professional credibility</li> </ul> <p><b>It is desirable that the successful candidate would have:</b></p> <ul style="list-style-type: none"> <li>• Public sector experience or demonstrable capacity to quickly acquire an understanding of same</li> <li>• Be a member of a prescribed professional body.</li> <li>•</li> </ul>
<p><b>Application and Selection Process</b></p>	<p><b>How to apply</b></p> <p>If you believe that you meet the requirements necessary to take on this important role, please submit a comprehensive Curriculum Vitae for the attention of <b>Eilish Devine, Practice Leader at Principal Connections - executive search on or before 12 noon on Friday 3<sup>rd</sup> May 2024.</b></p> <p>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.</p> <p><b>Selection Methods</b></p>

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) and presentation.

#### **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.

#### **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.

#### **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**

	<p>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.</p> <p>In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:</p> <ul style="list-style-type: none"> <li>• where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and</li> <li>• Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.</li> </ul> <p><b>Health</b></p> <p>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.</p> <p><b>Character</b></p> <p>Each candidate must be of good character.</p>