



Department of Children, Equality, Disability, Integration and Youth Framework of Assignments - December 2021

(Version 3.4)

Assignment of responsibilities by the Secretary General for the performance of functions under Section 4(1) of the Public Service Management Act 1997

PART ONE

Public Service Management Act

Under the Public Service Management Act 1997 (No.27 of 1997), the Secretary General of the Department has the following responsibilities:

- managing the business generally of the Department;
- implementing Government policies appropriate to the Department;
- monitoring Government policies that affect the Department;
- delivering outputs as determined by the Minister;
- providing policy advice to the Minister on all matters within the remit of the Department;
- preparing Statements of Strategy for submission to the Minister;
- providing progress reports to the Minister on the implementation of the Statement of Strategy;
- ensuring proper use of resources and the provision of cost-effective public services;
- preparing an outline of how specific responsibilities are to be assigned to other officers in the Department; and
- managing matters relating to appointments, performance, discipline and dismissal of civil servants below the grade of Principal or its equivalent.

Section 4(1) of the Act empowers the Secretary General to assign to other officers of the Department (or grade or grades of officer) responsibility for the performance of his or her functions. The framework, as set out in this document, constitutes a consolidated statement as at November 2020 of all assignments under the Act by the Secretary General of the Department of Children, Equality, Disability, Integration and Youth.

Interpretation of this document and the assignments herein should have due regard to the factors which from time to time affect the distribution and discharge of responsibilities across the Department. This includes the exigencies of work in a particular area, the alignment of activities spanning or involving more than one area, and the co-ordination of shared or related responsibilities. It should also have regard to the assignment of functions in respect of appointments, performance and discipline of personnel under the Civil Service Regulation Acts 1956-2005 which are made from time to time by the Secretary General under separate regulations.

Part 3 of this framework document shows the assignment of responsibility for the performance of functions to each individual officer down to and including Principal level. The responsibilities so assigned are articulated through the Department's system of Divisional business plans to reflect the priorities and objectives of the Department, as set out in its Statement of Strategy. The assignment of responsibility for the performance of functions by individual officers, or grade or grades of officer, below Principal level shall be handled administratively on the basis of the personal (or team) work objectives identified under or associated with the Department's Divisional business plans. The latter, which are reviewed and updated on an annual basis to keep pace with changing needs and priorities, are informed both by the Department's Statement of Strategy and by its Performance Management and Development System.

They provide a practical means of prioritising and managing the day-to-day work of the Department at unit, team and individual level.

Subject to overall budgetary provisions, officers to whom responsibilities have been assigned under this framework will receive the appropriate resources and infrastructural support to enable them to fulfil their obligations under the Act.

Assignments under Section 4(1) of the Public Service Management Act, as specified in this framework document, will continue to be amended from time to time, in writing, by the Secretary General and the framework will be deemed to have been updated accordingly.

The Department's Mission

As stated in the Department's current *Statement of Strategy 2021- 2023*, the Department has a mandate to put in place a unified framework of policy, legislation and service provision across Government for children and young people. The Department's mission is:

“Enhancing the lives of children, young people, adults, families and communities, recognising diversity and promoting equality of opportunity”.

With the recent transfer of functions in to the Department, the narrative in relation to the mission of the Department will be subject to change following the publication of the *Statement of Strategy 2021-2023*.

The Department of Children, Equality, Disability, Integration and Youth (DCEDIY) deals with policy and service developments relating to a number of very important groups in society. It seeks to co-ordinate and develop key actions across Government relating children and young people. It also works on issues relating to some of our most vulnerable groups including children at risk, children in care of the State, and other vulnerable, minority and disadvantaged groups. It emphasises inclusivity and support in the area of equality. It is responsible for international protection accommodation for those seeking asylum in Ireland and, in the near future, it will take on responsibility for disability services that are currently under the remit of the Department of Health. The Department also deals with a range of important legacy issues from Ireland's past. Finally, we deal with a range of issues that are universal to society, including early learning and care for our children, prevention and early intervention services and support and advice for parents.

PART TWO

Structure of the Department

The Department is comprised of the Management Board (MB), the Office of the Minister, and seven Divisions.

Many activities are carried out on a co-operative basis by two or more Divisions.

The Office of Secretary General draws together a number of key corporate functions of the Department relating to communications, corporate governance, legal services and programme management. The office also supports the overall work of the Secretary General. Separately, the Internal Audit Unit reports directly to the Secretary General as Accounting Officer of the Department.

Early Learning and Care and School-Age Childcare Division, is responsible for ensuring access to high quality and affordable Early Learning and Care and School-Age Childcare. This includes the development of policy and legislation; the administration of a range of schemes and the associated budgetary, governance and compliance functions; regulation of the Early Learning and Care and School-Age Childcare sector; and a number of initiatives to develop the workforce and improve the quality of services.

The Division is also responsible for overseeing and reporting on the implementation of First 5, A Whole-of-Government Strategy for Babies, Young Children and their Families (2019-2028).

Disability and Youth Division is responsible for funding, oversight, reform and policy development of youth work services and ensuring that the voice of children and young people is heard in decision making. Responsibilities include national and international work, and work related to LGBT+ policy and climate change policy.

The Division also has responsibility to prepare, from a policy, governance and service oversight perspective, for DCEDIY taking over responsibility for Specialist Community Based Disability Services in 2022. It is working with the Corporate and Business Support Division, which is leading the project with the Department of Health to deliver the transfer of the disability brief from the Department of Health (DoH). The Disability and Youth division is developing its knowledge and competence regarding disability policy and service issues to assist in a seamless transition of these responsibilities from the Dept of Health from the date of transfer. The division is also preparing to take over responsibility for disability policy formerly held by the Department of Justice and Equality.

International Protection Integration and Equality Division has responsibility for developing and promoting policy on equality across nine equality “grounds” (gender, marital status, family status, age, disability, sexual orientation, race, religion, traveller community) covered by Equality legislation. It also has responsibility for developing policy on human rights, Traveller and Roma issues, LGBTI+ rights, migrant integration and anti-racism. It coordinates a series of whole-of-Government strategies in these areas – the Migrant Integration Strategy, the National Strategy for Women and Girls, the Traveller and Roma Inclusion Strategy and the LGBTI+ Inclusion Strategy. The Division is also responsible for developing policy and legislation on family leave and on flexible working.

The Division coordinates national policy on disability, primarily through the implementation of two national strategies – the National Disability Inclusion Strategy (NDIS) 2017 – 2021 and the Comprehensive Employment Strategy (CES) for People with Disabilities 2015-2024. Ireland must now also progressively implement additional commitments under the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), following its ratification in 2018. Responsibility for key legislation to make this happen will be the responsibility of the new team.

The Division is responsible for providing accommodation to almost 8,000 asylum seekers under the Direct Provision system and for developing the policy and process for reforming this system. It also operates a programme of resettlement of programme refugees across Ireland. It manages payments to women who were in Magdalen institutions as well as a series of EU funding programmes under the European Social Fund and the Asylum Migration Integration Fund.

Child Policy and Tusla Governance Division is responsible for policy, legislative developments, operational standards and performance relating to child welfare and protection, alternative care and children's rights. It has responsibility for Departmental governance oversight and development of Tusla, The Child and Family Agency and Oberstown Children's Detention Centre. The Division also has responsibility for parenting support, prevention and early intervention initiatives, interagency working and leading on crosscutting innovations to support outcomes for children, young people, families and communities. In addition, the Division leads on international matters relating to the department and in the implementation of Ireland's response to the EU Child Guarantee to address child poverty.

The Corporate and Business Support Division utilises a business-partnering model to support the delivery of a high quality service to its internal and external customers. It leads on:

- Overall expenditure and HR policy advice (Internal & External) to support units in ensuring the optimisation of resource allocation for the Department and agencies under its remit;
- The core corporate support functions of the Department, including leading on and coordinating the Department's internal response to Covid-19; the further development of a dedicated modern ICT infrastructure, learning & development and adherence to appropriate procurement practices and the provision of appropriate accommodation as well as data management and protection.

Adoption, Mother and Baby Homes and Research Division is responsible for developing policy and legislation in the area of adoption and for leading the Government response to the final report of the Commission of Investigation into Mother and Baby Homes, including driving implementation of the Government *Action Plan for Survivors and Former Residents of Mother and Baby and County Home Institutions*, development of the Mother and Baby Institutions Payment Scheme, the development of Birth Information and Tracing legislation, and the development of legislation to enable intervention at the Mother and Baby Home site at Tuam and any other comparable site. The Division also leads the research, evaluation and data functions within the Department.

PART THREE

Assignments

Under the powers vested in me as Secretary General under Section 4 (1) of the Public Service Management Act 1997, I hereby make or confirm, as appropriate, the following assignments:

Management Board

The function of the Management Board (MB) is to advise the Secretary General on the overall management of the Department.

The Management Board shall comprise:

- Secretary General (Chair)
- All Assistant Secretaries

Heads of Division

Overall management of the Office of Secretary General

Dr. Fergal Lynch
Secretary General

Overall management of Early Learning and Care and School-Age Childcare Division

Dr. Anne Marie Brooks
Assistant Secretary General

Overall management of Disability and Youth Division

Ms. Bernie McNally
Assistant Secretary General

Overall management of International Protection, Integration and Equality Division

Ms. Carol Baxter
Assistant Secretary General

Overall management of Child Policy and Tulsa Governance Division

Mr. Conor Rowley
Assistant Secretary General

Overall management of Corporate and Business Support Division

Mr. Dermot Ryan
Assistant Secretary General

Overall management of **Adoption, Mother and Baby Homes and Research Division** is

Ms. Laura McGarrigle
Assistant Secretary General

Overall management of each Division shall comprise:

- managing the business generally of the Division;
- managing and monitoring the overall performance of the Division;
- providing policy advice to the Secretary General, MB, Minister or the Government, as appropriate;
- ensuring the implementation of Government policies appropriate to the Division;
- monitoring Government policies, appropriate to the Division, which affect the Department;
- ensuring delivery (within the limits of resources provided) of the outputs determined by the Minister and the Secretary General;
- managing the Division's work in implementing the relevant elements of the Statement of Strategy and overseeing the provision of progress reports to the MB, the Secretary General and the Minister thereon;
- providing policy advice to the Secretary General and the Minister on all matters within the remit of the Department which are appropriate to the Division;
- ensuring the effective management of risk within the Division;
- ensuring the proper use of Division resources, including effective financial management, and the provision of cost-effective public services appropriate to the Division;
- overseeing the assignment of specific responsibilities to individual officers or groups or grades of officer within the Division;
- managing matters relating to the appointment, performance and discipline of staff; and
- ensuring the appropriate co-ordination of the Division's activities with those of other Divisions.

Division & Unit Assignments

Assistant Secretaries

Responsibility at Assistant Secretary/Director level shall comprise:

- the achievement of objectives relevant to the area (as specified in the Department's *Statement of Strategy 2021- 2023* and its successors) and managing work to that end;
- overseeing the day-to-day management of the business of the area;
- advising Departmental Management and the Minister/Government on strategic direction, the formulation of policy and the implementation generally of relevant Government policies;
- managing the overall performance of the area, including implementation of the Performance Management and Development System in the area;
- the general management of staff in the area;
- preparing the relevant elements of the Statement of Strategy and associated progress reports for approval by Departmental Management and the Minister;
- strategic planning for the Assistant Secretary/Director area in line with the strategic objectives of the Division and the Department;
- contributing to dialogue with other Departments, representative bodies (including the social partners) and interested organisations, as well as at EU and international forums, on economic and social matters and strategic developments;
- ensuring the proper use of resources in the area, including effective governance and financial management, and the provision of cost-effective public services appropriate to the area including the relevant agencies/bodies therein;
- overseeing the assignment of specific responsibilities to individual officers or groups of officer within the area;
- ensuring the maintenance of appropriate systems and structures to support the work of the area;
- taking appropriate steps to ensure the effective management of risk in the area and contributing to the identification and management of corporate level risks;
- ensuring the co-ordination and alignment of the area's activities with those of other areas within the Division and between Divisions, as appropriate; and
- participation on the MB and other internal management groups, including the Senior Management Team that comprises all MB members and POs/Heads of Units.

Principal Officers/Head of Unit

Responsibility at Principal level/Head of Unit shall comprise:

- acting to achieve, as far as possible, objectives relevant to the Unit in accordance with Divisional business plans and the Department's *Statement of Strategy 2021 – 2023* and its successors, and monitoring progress to that end;
- strategic planning for the Unit in line with the strategic objectives for the Division;
- the provision of policy advice to senior managers and the Minister;
- implementation by the Unit of relevant policies in accordance with Government/Ministerial guidelines and directives;
- managing the day-to-day business of the Unit;
- management of staff in the Unit;
- managing the overall performance of the Unit and promoting the effective performance of staff up to and including Assistant Principal, including through implementation of the Performance Management and Development System in the Unit;
- ensuring the proper development of staff in the Unit through formal training, coaching etc;
- ensuring the proper use of Unit-wide resources, including effective financial management, and the provision of cost-effective public services appropriate to the Unit;
- overseeing the assignment of specific responsibilities to individual officers or groups of officer within the Unit;
- the maintenance of appropriate systems and structures to support the work of the Unit;
- taking appropriate steps to ensure the effective management of risk in the Unit;
- co-ordinating the Unit's activities with those of other Units;
- representing the Department on external committees/groups where required; and
- participation on internal management groups where required.

Office of Secretary General

Function	Officer
<p>Responsibility at Principal Officer level for the work of the Corporate Governance Unit - including oversight of the management of the Ministers' Offices, the Secretary General's office and the work of the Central Co-ordination Unit; main point of contact on a wide range of cross-departmental and international issues relevant to the Department; business planning and risk management; agency governance, including co-ordination of agency board appointments; and governance oversight of the Ombudsman for Children's Office.</p>	<p>Mr. Andrew Patterson Principal Officer</p>
<p>Responsibility at Principal Officer level for leading on Press, Information and Communication functions across DCEDIY. The unit is also responsible for developing and implementing an internal and external communications strategy for the Department. The unit engages and collaborates with the Department's senior management team, all Divisions and Units, and the Minister/advisers in communicating and championing the work of the Department.</p>	<p>Ms. Pamela Carter Principal Officer</p>
<p>Responsibility at Principal Officer level for the coordination, project management and reporting on organisational change initiatives, and defining and maintaining standards for Project Management across the Department.</p>	<p>Mr. Gerard Hughes Principal Officer</p>
<p>Responsibility at Principal Officer level for the management of advice and cases dealt with by the Department's Legal Unit, and for the overall management of Legal Unit.</p>	<p>Mr. Éanna Hickey Principal Officer</p>

Early Learning and Care and School-Age Childcare Division

Function	Officer
<p>Responsibility at Assistant Secretary level for operational, policy and legislative developments relating to improving access to high quality and affordable Early Learning and Care and School-Age Childcare and for First 5, a whole of government, 10 year strategy for babies, young children and their families.</p>	<p>Dr. Anne Marie Brooks Assistant Secretary General</p>
<p>Responsibility at Principal Officer level for monitoring and reporting on the implementation of the First 5 Strategy; for progressing a range of First 5 actions, including the development of a new funding model for Early Learning and Care and School-Age Childcare; and overseeing a range of research, evaluation and data projects associated with or commissioned by the Division, including the Annual Early Years Sector Profile Survey.</p>	<p>Ms. Hazel O’Byrne Principal Officer</p>
<p>Responsibility at Professional Accountant level for overall budgetary management of the Early Learning and Care and School Age Childcare vote and for governance and compliance issues associated with the Department’s Early Learning and Care and School Age Childcare programmes. Responsibility for overall governance and management of the service delivered by Pobal for this vote. Responsibility for crisis management including sustainability of services within the sector. Responsibility for the National Development Plan Capital programme for the sector.</p>	<p>Ms. Sinead Reilly Head of Unit</p>
<p>Responsibility at Principal Officer level for the introduction of all phases of the National Childcare Scheme. Responsibility for other early learning, care, and school age childcare projects as assigned as part of the annual business planning process. Responsibility for the oversight of the independent review of the operating system for Early Learning and Care and School-Age Childcare.</p>	<p>Mr. Mark Considine Principal Officer</p>

Responsibility at Principal Officer level for the oversight of the operation of Early Learning and Care and School Age-Childcare programmes, the management of relationships with stakeholders in the sector, parliamentary affairs, data protection, records management and the design and operation of Early Learning and Care and School-Age Childcare annual capital schemes.

Ms. Orla Corrigan
Principal Officer

Responsibility at Principal Officer level for regulation of the Early Learning and Care and School-Age Childcare sector, for workforce planning and supports to improve the quality of services and for continued roll out and implementation of the Access Inclusion Model (AIM) for children with a disability.

Mr. Toby Wolfe
Principal Officer

Disability and Youth Division

Function	Officer
<p>Responsibility at Assistant Secretary General level for planning for the arrival of the disability brief from the Department of Health in association with the corporate services division, which is leading on the Transfer of Functions project. The division also has responsibility for Youth work policy, and oversight, delivery and reform of various funding schemes. The division leads on participation policy and ensuring the voice of children and young people in decision-making. The division also has responsibility for implementation of the LGBT Youth strategy.</p>	<p>Ms. Bernie McNally Assistant Secretary General</p>
<p>Responsibility at Principal Officer level for overseeing implementation of the <i>National Strategy on Children and Young People's Participation in decision making (2015-2020)</i>; management and oversight of Comhairle na nÓg, the permanent structure for participation and delivery of participation initiatives with children and young people, management of the National Participation Office; establishment of the National Youth Assembly, including the Youth Climate Assembly and Rural Youth Assembly; oversight of Hub na nÓg and of the implementation of the National Participation Framework. Responsibility also for reform of the Youth Service Grant Scheme and for implementation of the LGBTI+ National Youth Strategy;. Lead in DCEDIY for the Creative Ireland / Creative Youth programme.</p>	<p>Ms. Bairbre Meaney/Ms. Hilda Ó Riain Principal Officer</p>
<p>Responsibility at Principal Officer level for the administration and financial oversight of youth service funding to support effective evidence-based services; ensure compliance with all governance requirements by funded organisations / projects; the delivery of DCEDIY led actions in the National Youth Strategy; and the monitoring of the actions led by other Government Departments; EU youth policy and North & South Youth Programmes, including Peace 4 & NSETS; working with Gaisce in management of governance including Gaisce Council positions; oversight of Léargas administered programmes including Erasmus+, European Voluntary Service, the European Youth Solidarity Corps and the Causeway Programme.</p>	<p>Mr. Paul Fay Principal Officer</p>
<p>Responsibility at Principal Officer level for the planning required to ensure a successful transition of Community Based Disability Services and related policy from the Department of Health when DCEDIY takes over legal responsibility for this area. The role includes close working with the Transfer of Functions Project Group in DCEDIY</p>	<p>Ms. Olive McGovern Principal Officer</p>

and the Corporate Service and Business Support Division. The role will evolve into being one of a number of POs working in a new DCEDIY Disability Division and will have responsibility for a particular policy or service oversight area. The role includes setting up the Unit/ Division from an administrative perspective, participating in a variety of upskilling activities in relation to disability policy, service delivery and governance of the HSE.

Responsibility at Principal Officer level for the governance of Community Based Disability Services delivered by the HSE and the associated budget, which amounts to circa €2.3b in 2022. Responsibility for managing the performance of the HSE for the services it delivers to 56,000 people with disabilities. Responsibility for monitoring budgetary spend and for the annual Estimates and Service Planning processes. Liaison with the Dept. of Health, the HSE, DECIDIY Finance Unit and other PO policy and service leads within the division in regard to this work.

Vacancy
Principal Officer

International Protection, Integration and Equality Division

Function	Officer
<p>Responsibility at Assistant Secretary level for developing and promoting policy on equality, and human rights, Traveller and Roma issues, LGBTI+ rights and migrant integration. The Division is also responsible for developing policy and legislation on family leave and on flexible working. The Division coordinates national policy on disability and is responsible for providing accommodation to asylum seekers under the Direct Provision system. It also operates a programme of resettlement of programme refugees across Ireland.</p>	<p>Ms. Carol Baxter Assistant Secretary General</p>
<p>Responsibility at Principal Officer level for the development of policy on equality and gender equality, including migrant integration, and policy on family leaves. Policy development encompasses drafting, consulting on and managing the approval of EU/International and applied policies, and associated legislation.</p>	<p>Ms. Jane Ann Duffy Principal Officer</p>
<p>Responsibility at Principal Officer level for the development of policy on reform of international protection accommodation and anti-racism and for funds management.</p>	<p>Ms. Úna Ní Dhubhghaill Principal Officer</p>
<p>Responsibility at Principal Officer level for overseeing the operational management of the International Protection Accommodation Service (IPAS), including responsibility for service delivery across Accommodation Centres and Emergency Centres, assisting in the management and transition of residents with permission to remain from state provided accommodation to accommodation in the community.</p>	<p>Mr. Shane O Connor Principal Officer</p>
<p>Responsibility at Principal Officer level for Procurement, Finance and Contract Management for Accommodation of Asylum Seekers and IRPP. Approval of Contracts/Payments up to €500,000. Is responsible for negotiations with service providers. Responsible for Procurement Strategy.</p>	<p>Mr. Seosamh Mac Carthaigh Principal Officer</p>
<p>Responsibility at Principal Officer level the development of policy on LGBTI+ equality and inclusion, Traveller and Roma inclusion and on human rights. Policy development encompasses drafting, consulting on and managing the approval of EU/International and applied policies, and associated legislation. The team also manages policy on Magdalens.</p>	<p>Ms. Janet Lacey Principal Officer</p>

Responsibility at Principal Officer level to lead the transition team tasked with implementing the White Paper to End Direct Provision and to Establish a New International Protection Support Service.

Ms. Paula Quinn
Principal Officer

Responsibility at Principal Officer level for the development of policy on disability, including for the coordination of disability strategies and for relevant legislation

Mr. Niall Brunell
Principal Officer

Child Policy and Tusla Governance Division

Function	Officer
<p>Responsibility at Assistant Secretary level for:</p> <ul style="list-style-type: none"> • Policy, legislative developments, operational standards and performance relating to child welfare and protection, alternative care and children's rights. • Oversight and development of Tusla, The Child and Family Agency; and Oberstown Children's Detention Centre. • Parenting support, prevention and early intervention initiatives, interagency working and leading on cross-cutting innovations to support outcomes for children, young people, families and communities. • Coordination of international matters relating to the Department and the implementation of Ireland's response to the EU Child Guarantee. 	<p>Mr. Conor Rowley Assistant Secretary General</p>
<p>Responsibility at Chief Social Worker level for oversight and development of Tusla social work and related service performance; supporting policy and standards development; and leading on innovations in response to the needs of vulnerable children.</p>	<p>Ms. Michele Clarke Chief Social Worker</p>
<p>Responsibility at Principal Officer level for governance oversight and development of Tusla corporate functions, related performance monitoring and supporting development in a range of service areas.</p>	<p>Mr. John Lohan Principal Officer</p>
<p>Responsibility for policy on child welfare and protection and associated matters, including monitoring implementation and performance relating to Children First.</p>	<p>Mr. Conor Rowley Assistant Secretary General</p>
<p>Responsibility at Principal Officer level for policy relating to Oberstown Children Detention Campus (Oberstown) including the provision of safe and secure custody for children. Responsibility for the oversight and governance of Oberstown, including representation on the Board of Management of Oberstown. Additional responsibility for Special Projects.</p>	<p>Mr. Denis O'Sullivan Principal Officer</p>
<p>Responsibility at Principal Officer level for the oversight of the implementation of the Children's Rights Policy Framework and for the delivery of safe care for children in Oberstown and Youth Justice services in relation to detention.</p>	<p>Mr. Tony O'Donovan Principal Officer</p>

<p>Responsibility at Principal Officer level for children’s rights policy, including responsibility for leading the Ireland’s response to the United Nations Convention on the Rights of the Child; ratification of the Second Optional Protocol to the UNCR; reform of the Guardian ad litem system; and leading the Review of the Child Care Act and developing policy and legislative proposals in line with its findings.</p>	<p>Ms. Lara Hynes Principal Officer</p>
<p>Responsibility at Principal Officer level for the development of policy and legislation relating to Children in Care; maintaining oversight of performance and review mechanisms and implementation of resultant learning; and leading on addressing cross agency issues that impact on vulnerable children.</p>	<p>Ms. Marie Kennedy Principal Officer</p>
<p>Responsibility at Principal Officer level for Prevention and Early Intervention policy and programmes, including performance of Tusla programme development; leading key cross-government initiatives for children including the What Works initiative; Children and Young People’s Services Committees (CYPSCs); NEIC initiatives; as well as finalising the implementation of Better Outcomes, Brighter Futures.</p>	<p>Ms. Kate Levey Principal Officer</p>
<p>Responsibility at Principal Officer level for the cross government co-ordination of policy direction, activity and performance relating to parenting support and related family support initiatives.</p>	<p>Ms. Ciara Pidgeon Principal Officer</p>
<p>Responsibility at Principal Officer level for the coordination of international matters on behalf of the Department: strengthening policy developments between the department and key partners, notably the EU, Council of Europe, OECD and UN, supporting reporting obligations in the international space, as well as leading on the Departmental response to Brexit. This Unit also holds responsibility for leading the coordination and implementation of Ireland’s response to the EU Child Guarantee and coordination of the Department’s efforts across government to address Child Poverty.</p>	<p>Mr. Albert O’Donoghue Principal Officer</p>

Corporate and Business Support Division

Function	Officer
<p>Responsibility at Assistant Secretary General level for contributing to the overall management of the department at the strategic level, as a member of the Management Board and with overall responsibility at Assistant Secretary General level for the work of six Units:</p> <ul style="list-style-type: none">• Covid 19 Response Unit (incorporating Facilities Management)• External HR and Learning & Development Unit• Finance Unit• ICT and Procurement Unit• Information Management Unit• Internal HR Unit <p>Reporting to the Secretary General as Accounting Officer and responsible at Assistant Secretary General level for the Business Support function of the DCEDIY. This includes Finance, including lead negotiating responsibility for the annual Estimates process; leading on and coordinating the Department's response to Covid-19 and facilities management; the HR function - both internal and external, including learning and development; ICT and procurement matters and information management issues.</p>	<p>Mr. Dermot Ryan, Assistant Secretary General</p>
<p>Responsibility at Principal Officer level for the management of the Covid 19 Response Unit, (incorporating the existing Facilities Management function to ensure the functionality, safety and efficiency of the office environment by planning and managing physical workplace services for the Department and its staff). Specifically, in consultation with key units, leading through a functional model methodology, on the implementation and continued oversight of the Return to Workplace Safely Protocol incorporating pre-Covid 19 function, post Covid 19 function with enhanced Health and Safety brief and associated Risk Management.</p>	<p>Ms. Sinead McEvoy Principal Officer</p>
<p>Responsibility at Principal Officer level (External HR and Learning & Development) for:</p> <ul style="list-style-type: none">• Business support of the Department's policy and governance units with regard to HR matters relating to the Department's four bodies: Tusla, Oberstown, AAI and OCO; linked organisations and relevant sectors.	<p>Mr. Simon Conry Principal Officer</p>

Providing DCEDIY staff with learning and development opportunities, as identified on a corporate, unit or personal level, to support the delivery of the Department's goals and objectives.

Responsibility at Principal Officer level for overseeing and ensuring all accounting activities are in line with regulations and relevant financial policies and procedures.

Mr. Gordon Gaffney
Principal Officer

Responsibility at Principal Officer level for the development of Internal ICT resources and the overarching strategy; for ongoing engagement with the Department's critical external ICT projects which are under development across a range of agencies. Responsibility at Principal Officer level for development and implementation of the Department's Procurement Policy and Guidelines.

Dr. Raymond O'Neill
Principal Officer

Responsibility at Principal Officer level for data management in DCEDIY to include the data protection function, and records and content management. It is also responsible for the development of a Records Management Policy which incorporates records retention and disposal and the oversight of eDocs system. This unit is also responsible for the management of the Archival element of the records transferred by the Mother and Baby Home Commission of Investigation and FOI and GDPR requests related to it.

Ms. Mary Rogerson
Principal Officer

As Head of HR responsible at Principal Officer level for the Strategic Human Resources Management function within the Department providing a comprehensive range of services across the HR discipline including, Workforce Planning/Succession planning, internal HR Consultancy, including formal Business Partnering, Performance Management, Employee/Industrial Relations, Health and Well-being and Change Management.

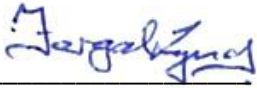
Ms. Noreen Leahy
Head of Human Resources

Adoption and Mother and Baby Homes Division

Function	Officer
Responsibility at Assistant Secretary level for adoption policy and legislation, including Birth Information and Tracing legislation, and for leading the Government response to the final report of the Commission of Investigation into Mother and Baby Homes, including the Government Action Plan, the Mother and Baby Institutions Payment Scheme, and the development of Institutional Burials legislation to enable intervention at the Mother and Baby Home site at Tuam. She also has responsibility at Assistant Secretary level for research, evaluation and data functions in the Department.	Ms. Laura McGarrigle Assistant Secretary General
Responsibility at Principal Officer level (Head of Research and Evaluation) for the research, evaluation and data functions in the Department, including the <i>Growing Up in Ireland Study</i> ; the delivery of the Department's evaluation programme; the development and implementation of a number of data related initiatives including the development of the Department's data infrastructure to support planning and evaluation.	Dr. Anna Visser Head of Research
Responsibility at Principal Officer level for adoption legislation, including Birth Information and Tracing legislation, and for ensuring that adoption policies are developed, strengthened and aligned with legislation, practice and resources to achieve optimum outcomes for adopted persons, birth parents and adoptive parents.	Mr. Karl Duff Principal Officer
Responsibility at Principal Officer level for the overall response to the final report of the Mother and Baby Homes Commission. This includes management of the Government Action Plan, overall stakeholder engagement, management of the information line, lead management of Oireachtas work, co-ordination, and North / South and international work.	Mr. James Gibbs Principal Officer
Responsibility at Principal Officer level for issues relating to historic burials, including the development of policy, legislation and related measures required to enable intervention at the site of the former Mother and Baby Home at Tuam. Responsibility also for management of litigation relating to Mother and Baby Homes.	Ms. Grainne Morrissey Principal Officer
Responsibility at Principal Officer level for management of the Government response to illegal birth registration and for the Department's role in relation to adoption records and the creation of an archive within the National Memorial and Records Centre.	Vacancy, Principal Officer

Responsibility at Principal Officer level for the design, development and implementation of a Restorative Recognition Scheme and for related stakeholder consultation and engagement.

Ms. Caitríona O'Connor
Principal Officer



Dr Fergal Lynch
Secretary General
Department of Children, Equality, Disability, Integration and Youth
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