

Tailte Éireann
Candidate Information Booklet

**Chief Information Officer
(Director)
Full-Time**

A panel may be formed to fill future temporary or permanent **Chief Information Officer** vacancies

Reference Number: Ext 2025-05

Closing Date: 9th April 2025

General Queries: Resourcing@Tailte.ie

Tailte Éireann is an equal opportunities employer.

Tailte Éireann (TÉ) is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. Our aim is to attract the best people who have the experience, knowledge, skills, abilities and competencies to support TÉ's mission. TÉ supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with disability to apply for posts.

Our Mandate and Strategic Context

TÉ was established by legislation to provide property registration, valuation and surveying services for the State.

As the principal source of property information and geospatial data, TÉ leads the development and provision of streamlined, enhanced, land, property and geospatial services to Government, public and private sector stakeholders, and the public. We are focused on strategic planning, evidence-based decision-making, and innovative service delivery.

Amidst a rapidly evolving digital landscape, TÉ is mindful of Government's priorities as set out in the Programme for Government. It is especially aware of the Better Public Services the Public Service Transformation 2030 Strategy, the Connecting Government 2030 digital and ICT strategy and EU Digital Decade targets set for Ireland.

These strategies emphasise data-driven decision-making, innovative solutions, an agile workforce, user-centric digital services, effective data management, integrated public service infrastructure, continual innovation, digital skills development, and strong leadership.

These initiatives collectively reflect TÉ's commitment to leveraging digital technology and innovation for improved public service delivery.

Our Mission

To provide trusted land registration, valuation and surveying services that benefit Irish society and the economy.

Our Vision

To be the authoritative provider of world class digital-first land and property services.

The Values that guide us

Integrity

We work to uphold public trust in the integrity and security of our data and in the quality of the services we provide.

Professionalism

We deliver excellent customer service by developing the skills and knowledge of our people.

Innovation

We create a culture of innovation and change. Our decisions are evidence-based, driven by data and we put the customers we serve at the centre of what we do.

Respect

We treat people with dignity and value them for their individuality. We embrace equality, diversity and inclusiveness.

Accountability

We are accountable for the decisions we make and the actions we take.

Transparency

We are open and honest with our stakeholders. We demonstrate impartiality at all levels to ensure fair and equitable decision-making.

Our Drivers



Our Customers



Our People



Integration



Digital



Value



Sustainability

Our Strategic Goals



Integration

Bring our people and processes together to deliver integrated services that maximise our potential value.



Data-Driven Digital Services

Ensure we use our data to develop digital-first solutions. By extracting value from our data, we contribute to evidence-based policy development.



Optimising Land, Property and Geospatial Services

Leverage the benefits of the merger to unlock the full potential of our land, property and geospatial information.



Investing in our People

Embrace new ways of working and develop our people and culture for the benefit of our stakeholders.

The Role

Title of Post:	Chief Information Officer (CIO)
Pay Scale:	Director
Location:	Dublin
Reporting To:	Chief Executive Officer (CEO)

The Chief Information Officer is the senior strategic advisor on ICT and digital for T  . The CIO is a key member of the Management Board and plays a leadership role in strategically overseeing and managing the T  's Information and Communications Technology (ICT) and digital initiatives.

The successful candidate will lead the delivery of technology in a business model, tightly integrated with business divisions, and with strong governance to drive the implementation of the T   ICT and Digital Strategy.

The successful candidate must have experience of leading and managing an established multidisciplinary ICT team of the scale and ambition of the T  's plans into the future.

The CIO leads delivery of digital and ICT priorities for T   which includes directing the ICT function and its four distinct areas:

- Networks & Security
- Enterprise Architecture & Infrastructure
- Business Systems & Digital Transformation
- Information Management & Data Governance

The objective of the ICT function is to strategically oversee and manage T  's ICT and digital initiatives. The function also provides leadership, oversight and governance in developing ICT and data strategies to support the business in delivering a range of services and business objectives. The ICT team when fully resourced has approximately 90 staff supporting the business functions of Corporate Affairs, Registration, Surveying and Valuation.

Role Responsibilities

As set out above, the role of Chief Information Officer is a strategic one for T   and includes, but is not limited to, the following:

- Acting as the senior strategic leader and trusted advisor to T   on ICT, digital, data and digital transformation;
- Leading the development of the vision, strategy, and direction for the organisation's technology initiatives, and the communication of this vision;
- Leading and directing the management of ICT operations, ensuring cybersecurity, and fostering technological innovation to support business objectives;
- Providing strategic leadership, oversight, and governance in developing Information Communication Technology (ICT), digital and data strategies in conjunction with the ICT management team to support the business in its long-term delivery of services and business objectives;
- Leading, overseeing, and supporting senior ICT management to execute their responsibilities for day-to-day business priorities and ensure that governance structures, risk management, programme management, sourcing, and procurement operate with best-in-class standards;

- Establishing the appropriate ICT governance procedures and adhering to appropriate ICT governance frameworks to ensure that third-party suppliers provide services that are in line with contractual arrangements;
- Leading and directing the enhancement of computer systems and technology resources, including vendor management and the coordination of technical support to ensure the seamless operation of ICT infrastructure;
- Creating a holistic enterprise architecture prioritising security and cybersecurity and guiding risk-oriented decision-making across information systems and related functions. Developing and implementing thorough security strategies, staying vigilant against emerging cyber threats, and fortifying the technological ecosystem's resilience;
- Delivering comprehensive enterprise ICT contingency, along with an ICT data recovery plan featuring robust backup, restore, and recovery systems. Regularly testing these measures to guarantee uninterrupted critical government services, all rooted in leading ICT security practices;
- Providing thought leadership on business process transformation and digital technologies aligned to emerging cloud technologies to optimise T  's ICT estate and enable the acceleration of a digital environment for the end-user experience and the business;
- Implementing the ICT operating model with a three-pillar approach based around strategic planning, operations, and technology innovation. Establishing a proactive, business-centric ICT structure while aligning functions for optimal performance;
- Overseeing the Key Performance Indicators (KPIs) and metrics for the ICT function and working with each reporting Head of Function for their areas from a reporting perspective;
- Developing and maintaining strong relationships to enable integrated planning and development with the Office of Government Chief Information Officer in DPENDR, CIO colleagues in the Public Service, and staff;
- Reviewing and overseeing T  's entire ICT expenditure, approving major contracts for ICT services, and providing insight and intelligence on multiannual capital investment;
- Promoting digital, data governance and ICT as enablers of productivity and business process improvements;
- Play a lead role in ICT/digital transformation initiatives, enabling T   to meet its strategic aims, business transformation goals, as well as achieving the objectives set in strategies such as Connecting Government 2030: A Digital and ICT Strategy for the Public Service, Harnessing Digital - The Digital Ireland Framework, the Public Service Data Strategy 2019-2023, Better Public Services - Public Service Transformation 2030 Strategy and Making Innovation Real, the Public Service Innovation Strategy and other strategic initiatives that emerge;
- Ensure compliance with Department of Public Expenditure, National Development Plan Delivery and Reform Circular 14/2021 - Arrangements for Oversight of Digital and ICT-related Initiatives in the Civil and Public Service on ICT and digital expenditure;
- As a member of the T   Management Board, contributing to the development of the vision and strategic direction for the organisation in delivering its statutory mandates and improved services to all users, as well as the wider civil service reform agenda.

Note: This job description is subject to re-definition as part of ongoing reforms within the Public Service and change management initiatives within T  .

Person Specification

On the closing date of **Wednesday 9th April 2025 at 5pm**, candidates must satisfy all the following requirements:

Essential Criteria:

- A relevant academic qualification at minimum Level 8 on the National Framework of Qualifications in ICT or a related discipline; **and**

- A successful track record of leading and delivering significant technology transformation and the relevant experience, expertise, and knowledge to operate effectively as TÉ's CIO; **and**
- A proven record of identifying and delivering innovation using leading-edge, large-scale ICT solutions to challenging deadlines in a complex environment to enhance service to customers with an emphasis on accountability for expenditure and securing value for money; **and**
- A proven ability to lead and direct a strategic programme of work to deliver and enhance ICT/ digital services both to internal and external customers; **and**
- Excellent skills in negotiating and developing strong networks of technical and business peers; **and**
- Proven ICT industry best practice experience in, project management, systems development lifecycle, financial and contract management, and service provision; **and**
- Supplier Management across the end-to-end ICT delivery process; **and**
- Proven ability to build and develop capability and capacity across the ICT function; **and**
- The capacity to demonstrate to a high level the key competencies that have been devised for posts at this level under the following headings, see Appendix A for more details:

1. Leadership & Strategic Direction;
2. Judgement & Decision Making;
3. Management & Delivery of Results;
4. Building Relationships & Communication;
5. Specialist Knowledge, Expertise and Self Development;
6. Drive & Commitment to Public Service Values.

Principal Conditions of Service (Please also refer to the Important Additional Information Document provided)

General

The appointment is on a probationary basis to a permanent post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

The salary for this position is as follows (rates effective from 1st March 2025):

Director Level: Principal Officer (Higher), plus a Director Allowance

Principal Officer (Higher) Scale

Personal Pension Contribution (PPC) Scale:

€112,974 €117,625 €122,299 €126,962 €130,939 €135,131 (LSI1) €139,320 (LSI2)

Director Allowance

Personal Pension Contribution (PPC): €15,513

Personal Pension Contribution (PPC)

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution. Long service increments may be payable after 3 (LSI1) and 6 (LSI2) years satisfactory service at the maximum of the scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance, increments may be payable in line with current Government Policy. Payment will be made weekly / fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until a bank account number and bank sort code has been supplied on appointment and statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members / Former Staff Members/Pensioners.

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service. The probationary contract will be for a period of one year from the date specified on the contract. During the period of your probationary contract, your performance will be subject to review by your manager(s) to determine whether you:

- (i) Have performed in a satisfactory manner;
- (ii) Have been satisfactory in general conduct;
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A (2) Civil Service Regulation Acts 1956–2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by HR, and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy at their former grade in their former Department.

In the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave;
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation; and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

Unfair Dismissals Acts 1977-2015

The Unfair Dismissals Acts 1977–2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

The Organisation of Working Time Act

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this employment.

Headquarters

Headquarters will be such as may be designated from time to time by the CEO. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Duties

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week or 35 hours net per week. No additional payment will be made for extra attendance (over and above 41 hours and 15 minutes gross or 35 hours net per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance for this position is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five-day week and is exclusive of the usual public holidays.

How to Apply

Candidates **must** submit, on or before 5pm on the **Wednesday 9th April 2025**.

- A cover letter / personal statement (no more than 2 pages) clearly outlining why you wish to be considered for the post and where you believe your skills, knowledge, experience and values meet the requirements of the position (Calibri Font Size 12; 1.5 Line spacing); **and**
- A comprehensive CV (no more than 3 pages); **and**
- A completed Key Achievements form; **and**
- Proof of eligibility to be provided with application as set out below:

Citizenship Requirements (Proof of Eligibility)

Eligible candidates must be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; **or**
- A citizen of the United Kingdom (UK); **or**
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- A non-EEA citizen who has a stamp 4 permission¹ or a Stamp 5 permission;

¹ Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

Completed applications should be emailed to Resourcing@Tailte.ie with the job title and reference number in the subject line of the email.

Only fully completed applications that include all documentation required and have been received before or on the closing date and time will be considered. Incomplete or late applications will not be put forward for consideration.

It is the responsibility of the candidate to ensure they have submitted fully complete applications and all additional documentation by the closing date and time.

Competition Process

If the numbers applying are such that it would not be practical to interview all applicants, it may be decided to shortlist only those assessed as most suitable for the role based on the application submitted. In this case the selection board(s) will examine and assess the applications against pre-determined criteria. The assessment process may include one or more of the following:

- Shortlisting of candidates on the basis of the information contained in their application.
- Competitive preliminary interview.
- A final competitive interview.

At interview you will be required to provide specific and detailed examples of where you have demonstrated the skills and competencies required for this role. These skills and competencies will be thoroughly and systematically explored in order to determine suitability for the role. The interview board may ask you for additional examples.

Your application and performance at interview may also be considered in the context of assessing communication skills.

At all stages of the process, applicants will be notified of the outcome. Post interview feedback will be provided, on request, by member(s) of the Interview Selection Board.

General Information

This competition will be used to fill the post of in T  . Please note:

- Assignments are competitive and merit-based;
- The successful candidates can and will be assigned work in accordance with business demands;
- If shortlisting is required candidates will be assessed based on the evidence they provide, demonstrating the competencies required for the role. It is critically important that you give, specific and accurate examples of how you gained the experience and demonstrated the skills and experience required.

This competition will be held under the T   Recruitment Licence and in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice – [CPSA - Code of Practice](#)

Conditions of Appointment

Appointment will be at the grade of Director and subject to the usual conditions governing such appointments. On appointment, officers serve the first 12 months in an unestablished capacity i.e. probationary period.

Panel

A panel will be established from this competition and may be used to fill further positions as they arise. The panel will expire 12 months from the date of the first appointment under this competition unless permanently exhausted prior to that date.

It should be noted that the filling of vacancies in T   is determined by the organisational requirements at the time a post is being filled and therefore, there is no guarantee that this panel will be fully utilised.

Appointment(s) will be offered, in order of merit.

The decision to accept or decline an offer must be made within 10 working days.

Officers must take up duty immediately or within an acceptable timeframe.

Codes of Practice

This competition will be held in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice, *“Appointments to Positions in the Civil Service and Public Service”*. The Code reflects the following core principles:

- Probity;
- Appointments Made on Merit;
- An Appointments Process in Line with Best Practice;
- A Fair Appointments Process Applied with Consistency;
- Appointments Made in an Open, Accountable and Transparent Manner;
- Appointment made promoting equality, diversity and inclusion;

Candidates should familiarise themselves with the contents of the Code of Practice including the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process. The Code of Practice may be accessed by visiting www.cpsa.ie

Complaints and Requests for Review

Complaints and requests for review will be considered in accordance with the procedures set out in Sections 7 and 8 in the Code of Practice. Such complaints or requests for review should be emailed to hr-enquiries@tailte.ie, with the job title and reference number in the subject line of the email.

Expenses

T   will not be responsible for any expenses incurred as a result of applying, attending and/or being successful at this competition.

Data Protection

Information submitted as part of this competition is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. All personal information and views submitted by you in competing in this competition will be held and used solely for the purposes of this competition.

Appendix A – Key Competency Framework – Director

Leadership & Strategic Direction	Leads the team, setting high standards, tackling any performance problems & facilitating high performance
	Facilitates an open exchange of ideas and fosters an atmosphere of open communication
	Contributes to the shaping of Departmental / Government strategy and policy
	Develops capability and capacity across the team through effective delegation
	Develops a culture of learning & development, offering coaching and constructive / supportive feedback
	Leads on preparing for and implementing significant change and reform
	Anticipates and responds quickly to developments in the sector/ broader environment
	Actively collaborates with other Departments, Organisations and Agencies
Judgment & Decision Making	Identifies and focuses on core issues when dealing with complex information/ situations
	Assembles facts, manipulates verbal and numerical information and thinks through issues logically
	Sees the relationships between issues and quickly grasp the high level and socio-political implications
	Identifies coherent solutions to complex issues
	Takes action, making decisions in a timely manner and having the courage to see them through
	Makes sound and well informed decisions, understanding their impact and implications
	Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions
Management & Delivery of Results	Initiates and takes personal responsibility for delivering results/ services in own area
	Balances strategy and operational detail to meet business needs
	Manages multiple agendas and tasks and reallocates resources to manage changes in focus
	Makes optimum use of resources and implements performance measures to deliver on objectives
	Ensures the optimal use of ICT and new delivery models
	Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
Building Relationships & Communication	Instils the importance of efficiencies, value for money and meeting corporate governance requirements
	Speaks and writes in a clear, articulate and impactful manner
	Actively listens, seeking to understand the perspective and position of others
	Manages and resolves conflicts / disagreements in a positive & constructive manner
	Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives
	Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
	Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks
Makes opinions known when s/he feels it is right to do so	
Specialist Knowledge, Expertise and Self Development	Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation
	Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
	Maintains a strong focus on self-development, seeking feedback and opportunities for growth
Drive & Commitment to Public Service Values	Consistently strives to perform at a high level
	Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining a sense of balance and perspective in relation to work issues
	Contributes positively to the corporate agenda
	Is personally trustworthy, honest and respectful, delivering on promises and commitments
	Ensures the citizen is at the heart of all services provided
	Is resilient, maintaining composure even in adverse or challenging situations
	Promotes a culture that fosters the highest standards of ethics and integrity