



**Tailte
Éireann**

Clárúchán, Luacháil,
Suirbhéireacht
Registration, Valuation,
Surveying

Tailte Éireann

Candidate Information Booklet

**Deputy Head of HR –
Resourcing and Learning & Development**

(Principal Officer, Standard)

Reference Number: Ext 2024-05

Closing Date: 17th May 2024 at 5pm

General Queries: Simone.Hannigan@tailte.ie

Tailte Éireann is an equal opportunities employer

Table of Contents

1.	Background.....	3
2.	Mission.....	3
3.	Vision	3
4.	Values	3
5.	The Role	4
5.1	Role Responsibilities	4
5.2	Person Specification.....	5
6.	General Information.....	6
7.	How to Apply.....	6
8.	Competition Process	7
9.	Conditions of Appointment	7
10.	Panel	7
11.	Codes of Practice.....	7
12.	Complaints and Requests for Review	8
13.	Expenses.....	8
14.	Data Protection.....	8
	Appendix A – Eligibility to compete and certain restrictions on eligibility.....	9
	Appendix B - Principal Conditions of Service	11
	Appendix C – Key Competency Framework	16
	Appendix D – Key Achievements Form.....	17

Title of Post: Deputy Head of HR - Resourcing and Learning & Development
Pay Scale: Principal Officer, Standard
Location: Dublin
Reporting To: Chief Corporate Affairs Officer (CCAO)

1. Background

Tailte Éireann is an independent Government agency under the aegis of the Department of Housing, Local Government and Heritage providing a property registration system, property valuation service, and national mapping and surveying infrastructure for the State.

The Corporate Affairs Function

The Corporate Affairs Function, is principally responsible for the provision of the following services: Human Resources; Finance; Governance, Compliance and Excellence; Programme Management; Innovation and Service Development; ICT and Corporate Administration.

2. Mission

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

3. Vision

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

4. Values

Integrity: we work to uphold public trust in the integrity and security of our data and in the quality of the service we provide.

Professionalism: we deliver excellent customer service by developing the skills and knowledge of our workforce.

Innovation: we create a culture of innovation and change. Our decisions are evidence-based, driven by data and we put the people 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 and we demonstrate impartiality at all levels to ensure that our decisions are fair and equitable.

5. The Role

The Deputy Head of HR - Resourcing and Learning & Development is responsible for leading and delivering strategic HR objectives and priorities, approved by the Management Board, for the areas of Resourcing and Learning & Development to ensure the delivery of a high quality, service user experience. The role will also be responsible for overseeing the adherence to organisational policies and procedures within the assigned areas.

Key Working Relationships

Internal: Head of HR, CCAO, Chief Operations Officers, Chief Information Officer (CIO), Head of Finance, Communications, Hiring Managers.

External: Public Service HR Leaders Network, CIPD members cohort, Department of Public Expenditure, NDP Delivery and Reform, Civil Service, staff representative organisations, Legal Island and HR Executive forums, An Garda Síochána, Third-Party Vendors.

5.1 Role Responsibilities

- Driving the implementation and delivery of strategic objectives for the core areas of Resourcing and Learning & Development.
- Accountable for day-to-day performance and quality of deliverables for Resourcing and Learning and Development.
- Coordinating the workload of the Resourcing and Learning & Development teams, their planning, organising and prioritising, to ensure consistent quality, and that deadlines are met.
- Responsible for assigned budgets and resources, ensuring that they are allocated effectively and compliant with relevant policies and guidelines.
- Responsible for overseeing, and future development of, Key Performance Indicators (KPIs) and metrics for Resourcing and Learning & Development and working with the other relevant Heads of Function from a reporting perspective.
- Operating proactive service demand planning to ensure team resources are in place and sufficient to deliver services.
- Developing resourcing services and recruitment marketing to provide an excellent candidate experience thus further promoting Tailte Éireann as a top employer of choice.
- Ensuring relevant local policies, guidelines, and standard operating procedures (SOPs) are in line with legislation and Civil Service guidelines.
- Overseeing contract management of external providers, in particular, external recruitment providers.
- Leading recruitment for succession planning for the organisation, including the identification of critical roles pertaining to the strategic priorities of Tailte Éireann.

- Together with the Management Board, identifying potential blockers to employee retention and establishing key retention and recruitment plans.
- Leading Tailte Éireann skills audit and training needs analysis to develop an organisational Learning and Development Plan.
- Collaborating with Civil Service initiatives to support learning and development such as OneLearning and the Senior Public Service.
- Leading on e-learning initiatives to offer employees more personalised and accessible learning opportunities.
- Supporting the Management Board, in the development of new Tailte Éireann recruitment programmes such as graduate entry and apprenticeships.
- Participating in Tailte Éireann project teams and steering groups in relation to Resourcing and Learning and Development.
- Coaching, mentoring and supporting senior and high potential colleagues to identify individual strengths and development needs, to develop and maintain effective relationships and to encourage retention.
- Assisting in the development, implementation and maintenance of appropriate systems to facilitate effective HR planning and decision making.

Note: The above job description is not intended to be a comprehensive list of all duties required.

5.2 Person Specification

Essential Criteria

- At least 5 years recent, relevant experience as a HR Manager with Resourcing and Learning & Development responsibilities
- and**
- A relevant academic qualification at minimum Level 8 on the National Framework of Qualifications in a relevant, related discipline with an HR component **or** CIPD Foundation Level Certificate (Level 5 on the National Framework of Qualifications)

Desirable Criteria

- Recent, relevant HR/Recruitment experience in an Irish Civil Service or Public Sector organisation
- and**
- Possess **or** demonstrate the capacity to quickly develop to a high level the key competencies that have been devised for posts at this level under the following headings:
 - 1) Leadership and Strategic Direction;
 - 2) Judgement and Decision-Making;
 - 3) Management and Delivery of Results;

- 4) Building Relationships and Communications;
- 5) Specialist Knowledge and Expertise;
- 6) Drive and Commitment to Public Sector Values.

Non-Technical:

- Equality, Diversity, and Inclusion (EDI)
- Interpersonal relationships
- Professional creativity, innovation and flexible thinking
- Customer Service
- Stakeholder Management
- Growth Mind-set / Continued Professional Development
- Resilience
- Ethical Behaviours

Technical:

- Recruitment Management
- MS Office
- Data Analytics
- Budgetary Management
- Resource Management
- Report Writing

6. General Information

This competition will be used to fill the post of Deputy Head of HR - Resourcing and Learning & Development in Tailte Éireann.

Please note:

- Assignments are competitive and merit-based;
- The successful candidate 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 of having; shown the competencies required for the role. It is important that you give, specific and accurate examples of where and when you showed the skills and experience required.

This competition will be held under the Tailte Éireann Recruitment Licence and in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice – ***Code of Practice for Appointment to Positions in the Civil Service and Public Service***

7. How to Apply

Candidates should submit, on or before 5pm on the 17th May:

- A comprehensive CV;
- A completed Key Achievements form;
- A cover letter / personal statement (no more than 2 pages) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

Applications should be sent to Simone.Hannigan@tailte.ie with the job title and reference number in the subject line of the email.

8. 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 that appear 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.

9. Conditions of Appointment

Appointment will be at the grade of Principal Officer, Standard, 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.

10. Panel

A panel will be established from this competition and may be used to fill further positions as they arise. The panel will terminate 12 months from the date of the first appointment under this competition. It should be noted that the filling of vacancies in Tailte Éireann 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 where notice is required to a current employer.

11. 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 Codes reflect 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.

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.

12. 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.

Where possible, Tailte Éireann will attempt to initially deal with such matters informally as provided for in Sections 7 and 8.

13. Expenses

Tailte Éireann will not be responsible for any expenses incurred as a result of applying for and/or being successful at this competition.

14. 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 – Eligibility to compete and certain restrictions on eligibility

Health & Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Those under consideration for a position will be required to complete a health and character declaration. References will be sought. Some posts will require special security clearance and will require completion of a form for Garda vetting purposes. In the event of conflicts of interest, candidates may not be considered for certain posts.

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of the United Kingdom (UK); **or**
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) A non-EEA citizen who has a stamp 4¹ or a Stamp 5 visa;

To qualify candidates must be eligible by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of Incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Employer of Choice

Please Note: As an **Employer of Choice** the Civil Service has many flexible and family friendly policies e.g. work-sharing, shorter working year, remote working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

Appendix B – Principal Officer (Standard) Conditions of Service

General

The appointment is 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.

Salary

The Salary Scale for the position is as follows: (rates effective from 1st January 2024):

Principal Officer (Standard) - Modified PRSI and Personal Pension Contribution (PPC) Scale:

1	2	3	4	5	LSI 1	LSI 2
€100,885	€105,166	€109,414	€113,693	€117,303	€121,048	€124,787

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 supervisor(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 the Office and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

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.

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 in their former grade in their former Department.

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.

Tailte Éireann offers flexible working, with a commitment to work-life balance and a family-friendly workplace.

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.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at www.singlepensionscheme.gov.ie.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.

- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please Note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007. The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
- Ill-Health-Retirement - Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition. Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post ill-health retirement from Public Service

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available at [ill Health Retirement - hr.per.gov.ie](http://ill-health-retirement-hr.per.gov.ie) or upon request to PAS.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme. For further information in relation to the Single Public Service Pension Scheme please see the following website-www.singlepensionscheme.gov.ie.

Secrecy, Confidentiality and Standards of Behaviour

Official Secrecy and Integrity

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Acts

The Ethics in Public Office Acts will apply, where appropriate, to this appointment.

Prior approval of publications

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

Political Activity

During the term of employment the officer will be subject to the rules governing public servants and politics.

All circulars are available on the website www.circulars.gov.ie or from the Human Resources Unit, Tailte Éireann.

Important Notice

The foregoing represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Appendix C – Key Competency Framework – Principal Officer Level Competencies



Principal Officer Level Competencies

Effective Performance Indicators

Leadership & Strategic Direction	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Instils the importance of efficiencies, value for money and meeting corporate governance requirements Ensures team are focused and act on Business plans priorities, even when faced with pressure
Building Relationships & Communication	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Consistently strives to perform at a high level Demonstrates personal commitment to the role, maintaining determination and persistence while maintain 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

Appendix D – Key Achievements Form

Key Achievements

Name: _____ Title of Post: _____

Having read the competencies and thought about the demands of the role, for each of the areas below, please briefly (*max 250 words for each*) highlight specific achievements, contributions or expertise you have developed during your career to date which clearly demonstrate your suitability to meet the challenges of this role.

Leadership and Strategic Direction
Judgement and Decision-Making
Management and Delivery of Results
Building Relationships and Communication

Specialist Knowledge, Expertise and Self Development

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Drive and Commitment to Public Sector Values

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