

Tailte Éireann

Candidate Information Booklet

HR Business Partner X 3 Higher Executive Officer (Standard)

A panel may be formed to fill future HR Business Partner vacancies.

Reference Number: Ext 2024-14

Closing Date: 11th October 2024

General Queries: Mary.Haugh@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.

Who we are

TÉ 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.

What we do

The core business of TÉ is to provide a system of registration of ownership to land in Ireland, to deliver to our stakeholders accurate, up-to-date valuations of commercial and industrial properties and to create and maintain the definitive mapping records and physical infrastructure of the State.

TÉ is responsible for advising on the fixing of maritime and international boundaries and delimiting statutory boundaries and delineating such boundaries on maps.

In addition, TÉ is the custodian of an extensive archive of unique records which provide an invaluable resource for genealogical and historical research.

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.

Our 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.

The Role

Title of Post:	HR Business Partner.
Pay Scale:	Higher Executive Officer (Standard).
Location:	Dublin.
Reporting To:	HR Manager.

A HR Business Partner in T   may work across a range of HR activities, including Operations, Resourcing, Learning & Development, Employee Relations, or Strategic Workforce Planning. The successful candidates will play a critical role in strategically supporting, transforming, and modernising HR practices within T  .

Successful candidates will be expected to demonstrate well-developed analysis, decision-making, and organisational skills, with the ability to manage and develop teams and people. They will also be expected to build and enhance existing relationships with colleagues, business area leaders, and stakeholders across T   and other Civil/Public Sector departments, while applying judgement and flexibility in a challenging and dynamic environment.

Candidates who are successful in this competition will be assigned to a vacant HR role based on order of merit, considering skills, knowledge, experience, and, where possible, role preferences identified through the application process. It is envisaged that roles will be filled for vacancies across the following HR activities:

- Recruitment;
- Learning & Development.

In the event of a panel being formed, it will be used to fill future vacancies at the Higher Executive Officer level that may arise across all areas of the HR Unit..

Role Responsibilities

The role of HR Business Partner includes, but is not limited to, the following duties:

- Supporting the development and implementation of HR strategy to achieve business objectives;
- Managing, developing, and building the capability of an HR team;
- Promoting HR as a trusted strategic business partner and centre of expertise;
- Providing best-practice support and advice on all HR related matters to employees, managers, and senior leaders;
- Embedding an organisational culture that supports high performance and contributes to overall organisational effectiveness;
- Supporting the development of strategic workforce planning capacity;
- Supporting the delivery of new models of working to provide modern, progressive, and agile HR services;
- Managing effective strategies in retention, performance management, and talent management;
- Managing effective strategies and initiatives in equality, diversity, and inclusion that support an inclusive organisational culture;
- Supporting the development of organisational learning strategies and programs;
- Developing organisational capability in effective people management practices;

- Achieving continuous improvement and quality assurance across HR services;
- Managing the employee and industrial relations environment and representing your department/office at third-party forums as appropriate;
- Ensuring compliance with legislation and statutory requirements;
- Managing and advising on the implementation of workplace policies and procedures;
- Promoting HR analytics capability by utilising data and key metrics to support key business decisions by senior management;
- Collaborating with HR colleagues and other departments to develop policy and good practices in the management of human resources across a range of areas;
- Participating in cross-departmental working groups/forums as appropriate.

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

Person Specification

The persons appointed will have:

Essential Criteria

- A minimum of 3 years' experience working in a HR role with a proven track record of successfully managing and delivering a range of projects or programs; **and**
- A relevant academic qualification at a minimum Level 7 on the National Framework of Qualifications, or equivalent, in a relevant, related discipline; **and**
- The right to live and work in Ireland unrestricted (Please see documentation requirements in the **How to Apply** section below).

Desirable Criteria

- Excellent and up-to-date knowledge of Irish Employment Legislation, guidelines, and relevant circulars;
- Experience in developing and implementing best practices and process improvements through the HR unit, including policies and guidelines;
- Experience in recruitment administration, including induction, probation, and performance appraisal;
- Experience in payroll and pension schemes;
- Evidence of strong personal effectiveness, decision-making, and problem-solving skills;
- Excellent oral and written communication skills, including the ability to communicate effectively and diplomatically with a range of stakeholders;
- Ability to work both on own initiative and as part of a team;
- Proven strong project management, planning, and organisational skills. Proficient in using Microsoft applications (e.g., Office365, Word, Excel, Outlook, Teams);
- Experience in developing and working with HRIS systems, such as CoreHR, eRecruit, and Candidate Manager platforms;
- Good working knowledge of developing and implementing eLearning training tools;
- Experience of working in the Civil Service or Public Sector;
- Membership of the CIPD or equivalent.

In addition to the above, candidates **must** possess a high-level of experience in the key competencies that have been devised for posts at this level under the following headings as set out in **Appendix A**:

- Team Leadership;

- Judgement, Analysis and Decision Making;
- Management and Delivery of Results;
- Interpersonal and Communication Skills;
- Specialist Knowledge, Expertise and Self Development;
- Drive and Commitment to Public Service Values.

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

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.

Salary

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

Higher Executive Officer (PPC) Scale:

1	2	3	4	5	6	7	8	9
€56,556	€58,209	€59,860	€61,509	€63,164	€64,812	€66,464	€68,849 LSI 1	€71,227 LSI 2

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 will 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 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 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.

TÉ 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 29 days rising to 30 days after 5 years' service. 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 **11th of October 2024**:

- 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; **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 4¹ or a Stamp 5 visa;

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

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.

General Information

This competition will be used to fill the post of HR Business Partner in TÉ. 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 TÉ 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 Higher Executive 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.

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.

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

It should be noted that the filling of vacancies in TÉ 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 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;
- 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.

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

Expenses

TÉ 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. You can find further information here:

[Data Sharing - Tailte Éireann](#)

Appendix A – Key Competency Framework – Higher Executive Officer

Team Leadership

Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise

Provides clear information and advice as to what is required of the team

Strives to develop and implement new ways of working effectively to meet objectives

Leads the team by example, coaching and supporting individuals as required

Places high importance on staff development, training, and maximising skills & capacity of team.

Is flexible and willing to adapt, positively contributing to the implementation of change

Judgement, Analysis & Decision Making

Gathers and analyses information from relevant sources, whether financial, numerical, or otherwise weighing up a range of critical factors

Takes account of any broader issues, agendas, sensitivities, and related implications when making decisions

Uses previous knowledge and experience in order to guide decisions

Uses judgement to make sound decisions with a well-reasoned rationale and stands by these

Puts forward solutions to address problems

Management & Delivery of Results

Takes responsibility and is accountable for the delivery of agreed objectives

Successfully manages a range of different projects and work activities at the same time

Structures and organises their own and others work effectively

Is logical and pragmatic in approach, delivering the best possible results with the resources available

Delegates work effectively, providing clear information and evidence as to what is required

Proactively identifies areas for improvement and develops practical suggestions for their implementation

Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively

Applies appropriate systems/ processes to enable quality checking of all activities and outputs

Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Interpersonal & Communication Skills

Builds and maintains contact with colleagues and other stakeholders to assist in performing role

Acts as an effective link between staff and senior management

Encourages open and constructive discussions around work issues

Projects conviction, gaining buy-in by outlining relevant information and selling the benefits

Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances

Presents information clearly, concisely, and confidently when speaking and in writing

Collaborates and supports colleagues to achieve organisational goals

Specialist Knowledge, Expertise and Self Development

Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others

Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work

Focuses on self-development, striving to improve performance

Drive & Commitment to Public Service Values

Strives to perform at a high level, investing significant energy to achieve agreed objectives

Demonstrates resilience in the face of challenging circumstances and high demands

Is personally trustworthy and can be relied upon

Ensures that customers are at the heart of all services provided

Upholds high standards of honesty, ethics, and integrity