



**Tailte  
Éireann**

Clárúchán, Luacháil,  
Suirbhéireacht  
Registration, Valuation,  
Surveying

Tailte Éireann

Candidate Information Booklet

**Senior Project Manager – Smithfield Hall  
(Principal Officer - Standard)**

**2 Years Fixed-Term Full-Time**

Reference Number: Ext 2024-17

Closing Date: 13<sup>th</sup> November 2024

General Queries: [Resourcing@Tailte.ie](mailto: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, continuing all functions previously performed by the Property Registration Authority, the Valuation Office and Ordnance Survey Ireland.

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 Civil Service Renewal 2030 Strategy and the Connecting Government 2030 strategy.

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.

### Our Drivers



Our Customers



Our People



Integration



Digital



Value



Sustainability

### 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 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

<b>Title of Post:</b>	Senior Project Manager – Smithfield Hall
<b>Pay Scale:</b>	Principal Officer - Standard
<b>Location:</b>	Dublin
<b>Reporting To:</b>	Chief Corporate Affairs Officer

The Senior Project Manager will act as Project Sponsor and provide technical oversight in the management of several fit-out projects. These include the relocation of approximately 500 Dublin-based staff from three locations (Chancery St, Abbey St and the Phoenix Park) to a new Dublin HQ in Smithfield, moving existing on-premises data storage to the Government Datacentre in Backweston, identifying warehousing and storage facilities for T  , and transferring existing files and products.

The Senior Project Manager will be responsible for the delivery of the projects on time, within budget, and to the satisfaction of all stakeholders. The Senior Project Manager will deliver excellence in project management services based on experience and technical knowledge, with an ability to develop others. The Senior Project Manager will be responsible for monitoring the day-to-day activities in the field, managing and coordinating the flow of information, and reporting and tracking issues arising from progress, quality, and safety perspectives.

### Role Responsibilities

The role of Senior Project Manager – Smithfield Hall includes, but is not limited to, the following duties:

- Ensuring projects are set up for success with the agreed meeting and reporting structures in place, outlining clear milestones deliverables with the contractor;
- Supporting and, where appropriate, leading in actively managing the project during fit-out by tracking planned vs actual progress;
- Proactively managing and reporting across design, cost, risk, time, safety, and quality aspects;
- Developing and managing relationships;
- Ensuring the project has been reviewed and closed out according to best practice, T   satisfaction, and scope of work;
- Fully understanding the quality/assigned certifier inspection programme and assisting in addressing any deviations;
- Liaising with and mentoring team members, ensuring clarity of roles and clear lines of communication between all stakeholders;
- Interacting professionally with staff, proactively identifying and raising issues, ensuring updates are provided in line with project requirements;
- Taking responsibility to understand both sides of any conflict and seeking to resolve it as soon as possible. Escalating any remaining issues to the Business Owner;
- Liaising with relevant third parties as appropriate, ensuring all interactions are in line with project requirements. Proactively identifying and escalating any concerns;
- Supporting the tracking of financial progress and providing information where needed;
- Contributing to internal working groups and bringing forward ideas for improvement and innovation.

**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

The person appointed will have:

### Essential Criteria

- A relevant academic qualification at minimum Level 8 on the National Framework of Qualifications, or equivalent, in project management or related construction discipline;
- and
- A recognised Project Management Certification, either PRINCE2 or PMP;
- and
- A minimum of 5 years' experience in leading the project management of a variety of projects of a similar size and scale.

### Desirable Criteria

- Experience of public sector project management;
- Detailed understanding of public sector procurement processes and procedures;

The candidates must clearly demonstrate in their application that they possess 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.

**See Appendix A for further details**

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

The appointment is on a probationary basis to a fixed term temporary 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 1<sup>st</sup> October 2024):

#### **Principal Officer - Standard (PPC) Scale:**

1	2	3	4	5	<b>LSI 1</b>	<b>LSI 2</b>
€102,913	€107,280	€111,613	€115,978	€119,661	€123,481	€127,295

### **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 fixed term 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 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.

## 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, 13<sup>th</sup> November 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 4<sup>1</sup> or a Stamp 5 visa;

Completed applications should be emailed to [Resourcing@Tailte.ie](mailto:Resourcing@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 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.

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

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 Senior Project Manager – Smithfield Hall 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 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.

## Panel

A panel may 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.

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 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](http://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](mailto:hr-enquiries@tailte.ie), with the job title and reference number in the subject line of the email.

### **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 – Principal Officer Level Competencies

<b>Leadership &amp; Strategic Direction</b>	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
<b>Judgment &amp; Decision Making</b>	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
<b>Management &amp; Delivery of Results</b>	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
<b>Building Relationships &amp; Communication</b>	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
<b>Specialist Knowledge, Expertise and Self Development</b>	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
<b>Drive &amp; Commitment to Public Service Values</b>	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