

Tailte Éireann

Candidate Information Booklet

Head of Human Resources

Principal Officer (Higher Scale)

Full-Time

A panel may be formed to fill future temporary or permanent Head of Human Resources vacancies across Tailte Éireann locations

Reference Number: Ext 2025-14

Closing Date: Monday 7th July 2025

General Queries: Marina.murtagh@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

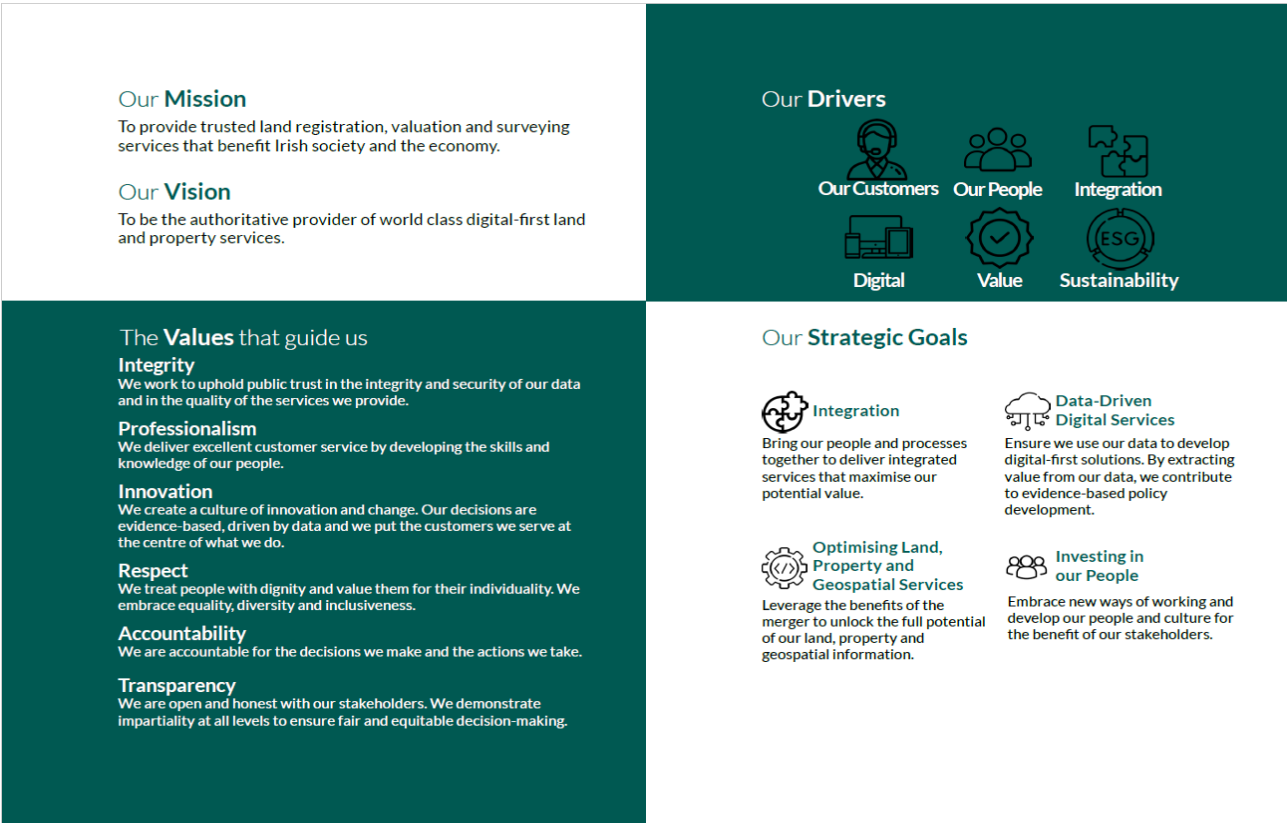
TÉ was established by legislation to provide property registration, valuation and surveying services for the State.

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.



The Role

Title of Post:	Head of Human Resources
Pay Scale:	Principal Officer (Higher Scale)
Location:	Dublin
Reporting To:	Chief Corporate Affairs Officer (CCAO)

The Head of Human Resources (HR) is a key member of the Management Board and is responsible for leading and delivering strategic HR objectives and priorities. The role will also be responsible for overseeing the HR Function and department operations to adhere to organisational policies and procedures.

Role Responsibilities

The role of Head of Human Resources includes, but is not limited to, the following duties:

- Developing and leading the HR strategy for Tailte Éireann. Driving the implementation and strategic objectives for all core areas of the department, including Recruitment, Employee Relations, Workforce Administration, Employee Engagement, Payroll, and Rewards;
- Providing oversight of the HR technology strategy and systems integration to support data analytics, delivering on goals, and highlighting takeaways that can be shared across the organisation to promote continuous improvement and innovation;
- Developing plans to support the implementation of the HRBP model by incorporating HR into all areas of business operations and strategic planning, including the tracking and oversight of relevant metrics;
- Being responsible for HR budgets and resources, ensuring they are allocated effectively and comply with relevant policies and guidelines;
- Overseeing the Key Performance Indicators (KPIs) and metrics for the HR function and working with the relevant Heads of Functions from a reporting perspective;
- Overseeing the full integration of people and processes, ensuring the organisation is compliant with current regulations, accepted professional standards, policies, and procedures;
- Leading succession planning for the organisation, including the continuous identification of critical roles and addressing key retention and recruitment strategies as part of the overall workforce plan;
- Providing effective leadership on strategic workforce planning and leading the upskilling of the workforce as a priority;
- Driving continuous improvement by focusing on engagement and wellbeing activities, maximising productivity, devolving HR responsibilities to line managers, and building leadership capability;
- Taking a lead role in transforming and strengthening the organisational culture and devising a culture strategy focused on integration;
- Being responsible for external participation and contributions to public service policy development to ensure Tailte Éireann is positioned as a leader and strategic partner in HR and workforce-related policy formulation;
- Participating in the Management Board, and other relevant sub-committees.
- Making key contributions to the Management Board on a continuous basis and collaborating to achieve organisational goals;
- Leading and executing a plan for diversity, equality, and inclusion (DE&I) that aligns with the business strategy and organisational commitments;
- Leading e-learning initiatives to offer employees more personalised and accessible learning opportunities;
- Coaching, mentoring, and supporting senior high-potential colleagues to identify individual strengths

and development needs, develop and maintain effective relationships, and encourage retention.

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

Person Specification

On the closing date of Monday 7th July 2025 **at 5pm** candidates must satisfy all the following requirements:

Essential Criteria:

- At least 5 years recent, relevant experience, which includes leading teams and relevant knowledge and experience of managing Human Resources at an appropriate scale and senior level; **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); **and**
- A record of achievement in their career to date; **and**
- Have significant experience with the following: project management, managing budgets and strategic management including relevant experience of strategy/policy development; **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:
 - Leadership & Strategic Direction;
 - Judgement & Decision Making;
 - Management & Delivery of Results;
 - Building Relationships & Communication;
 - Specialist Knowledge, Expertise and Self Development;
 - Drive & Commitment to Public Service Values; **and**

To operate successfully at this level, the appointee must have significant senior leadership, management and experience in the following non-technical and technical skills:

Non-Technical:

- Inclusion & diversity;
- Creativity, innovation and flexible thinking;
- Stakeholder management.

Technical:

- Strategic workforce planning;
- MS Office;
- Data analytics;
- Budgetary management;
- Resource management;
- Regulatory compliance;
- Report writing;
- CIPD/similar accreditations.

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.

Salary

The PPC (Personal Pension Contribution) salary for this position with effect from 1st March 2025 is as follows:

1	2	3	4	5	6	7
€112,974	€117,625	€122,299	€126,962	€130,939	€135,131 LSI 1	€139,320 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 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 employee's 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 **Monday 7th July 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 (in MS Word format); **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.

Completed applications should be emailed to Marina.murtagh@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.

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

General Information

This competition will be used to fill the post of Head of Human Resources 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 (Higher Scale) 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 Head of Human Resources 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 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

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

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.

Appendix A – Key Competency Framework – Principal Officer

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
	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	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 maintain maintains 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