Tailte Éireann

Candidate Information Booklet

Innovation Manager
Assistant Principal, (Standard Scale)

Full-Time

A panel may be formed to fill future temporary or permanent **Innovation Manager** vacancies across Tailte Éireann locations.

Reference Number: Ext 2025-32

Closing Date: Friday 10th October 2025

General Queries: Resourcing@Tailte.ie

Tailte Éireann is an equal opportunities employer.

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

Our Mandate and Strategic Context

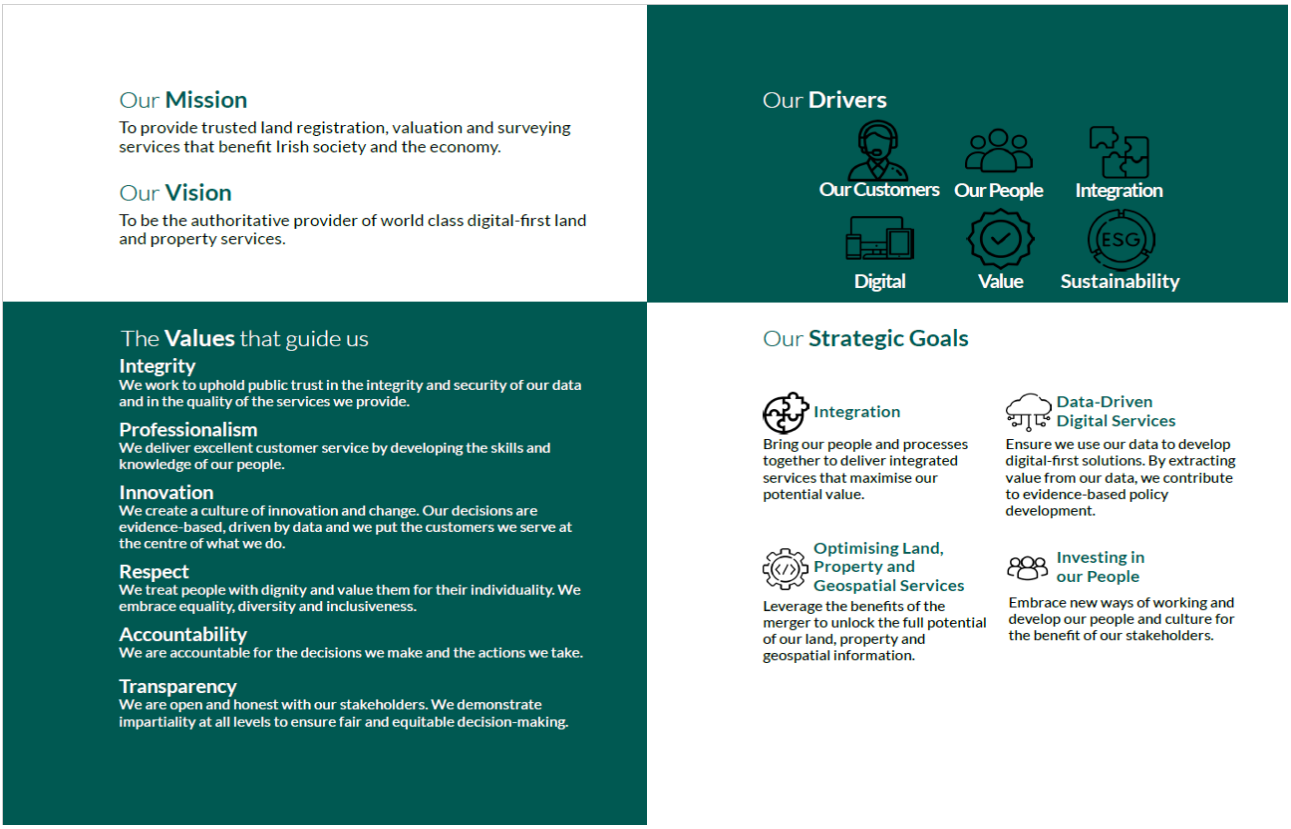
TÉ was established by legislation to provide property registration, valuation and surveying services for the State.

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

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

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

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



The Role

Title of Post:	Innovation Manager
Pay Scale:	Assistant Principal (Standard Scale)
Location:	Dublin
Reporting To:	Head of Innovation and Service Development, (Principal Officer)

The Innovation & Service Delivery unit drives innovation and formulates strategies to enhance service delivery. It promotes a culture of continuous improvement across the organisation by encouraging colleagues to refine processes, optimise workflows, and improve customer experiences. The unit also identifies and implements a roadmap of innovation initiatives aligned with evolving customer needs. All innovation activities are planned, governed, communicated and aligned with organisational priorities.

The Innovation Manager leads the organisation's innovation efforts and oversees the delivery of the Innovation Strategy. The Innovation Manager supports the Innovation Steering Group and the Innovation Partnership Network, and collaborates with colleagues, senior leaders, managers, and external partners. Key responsibilities include overseeing new ideas through pilot projects, running workshops and meetings, reporting on progress, sharing results, and helping staff build the skills needed to develop a culture of continuous improvement.

Role Responsibilities

The role of Innovation Manager includes, but is not limited to, the following duties:

- Embedding a culture of innovation and continuous improvement across the organisation, supporting the delivery of enhanced public services in line with the Better Public Services Strategy;
- Implementing the organisation's Innovation Strategy, managing a programme of innovation initiatives, and ensuring alignment with the Innovation Governance structure and organisational priorities;
- Championing innovative thinking, collaboration, and problem-solving by connecting knowledge, skills, experiences, and perspectives to generate new ideas and deliver measurable improvements to services and customer experiences;
- Leading the development and implementation of the Innovation Strategy to ensure alignment organisational goals;
- Managing a clear roadmap of innovation initiatives that address both customers and organisational needs;
- Leading the Innovation Steering Group and support the Innovation Partnership Network to connect people, share ideas, and promote collaboration;
- Supporting colleagues in identifying more effective ways of working and enhancing service delivery;
- Collaborating with senior leaders, managers, and external partners to support and resource innovation activities;
- Testing new ideas through pilot initiatives and evaluating their impact prior to broader implementation;
- Facilitating workshops and meetings to bring stakeholders together to solve problems and co-develop ideas;
- Ensuring all innovation activities comply with the agreed Innovation Governance structure;

- Reporting regularly on progress, outcomes, and lessons learned from innovation initiatives;
- Sharing success stories, best practices, and key learnings across the organisation;
- Supporting colleagues in building skills and confidence in innovation through training, mentoring, and knowledge sharing.

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 Friday, 10th October 2025 **at 5pm** candidates must satisfy all the following requirements:

Essential Criteria:

- Hold a relevant academic qualification at minimum Level 8 on the National Framework of Qualifications in Innovation, Service Design or a related discipline; **and**
- Possess a minimum three years' experience leading innovation, transformation, or continuous improvement initiatives in the public sector or similarly complex environments; **and**
- Demonstrate a strong record of achievement in their career to date; **and**
- Show proven ability to develop and implement strategic plans, translating ideas into actionable initiatives and measurable outcomes; **and**
- Demonstrate strong stakeholder engagement skills, with the ability to influence, facilitate collaboration, and build consensus among senior leaders and diverse teams; **and**
- Possess expertise in structured innovation methodologies, such as design thinking, systems thinking, or service design; **and**
- Have proven project and programme management skills, with a track record of delivering initiatives from inception to completion; **and**
- Exhibit excellent communication, facilitation, and storytelling skills, with the ability to convey complex ideas clearly and persuasively; **and**
- The capacity to demonstrate to a high level the key competencies that have been devised for posts at this level under the following headings (see Appendix A for more details):
    1. Leadership;
    2. Judgement Analysis & Decision Making;
    3. Management & Delivery of Results;
    4. Interpersonal & Communication Skills;
    5. Specialist Knowledge, Expertise and Self Development;
    6. Drive & Commitment to Public Service Values.

Desirable Criteria:

- Have experience in building and sustaining cross-organisational networks;
- Demonstrating an understanding of public service transformation policies and the Better Public Services Strategy;
- Have experience in applying emerging technologies to enhance service delivery and improve customer experience;
- Have delivered staff training or development programmes focused on innovation or continuous improvement;
- Show the ability to share knowledge and insights by contributions to publications, presentations, or events.

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 August 2025 is as follows:

1	2	3	4	5	6	**8**	**9**
€81,475	€84,475	€87,518	€90,569	€93,617	€95,375	€98,449 LSI 1	€101,535 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 manager(s) to determine whether you:

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

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

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

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

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

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

Unfair Dismissals Acts 1977-2015

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

The Organisation of Working Time Act

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

Headquarters

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

Duties

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

Hours of attendance

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

Annual Leave

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

How to Apply

The closing date and time for applications is **Friday 10th October 2025** at 5pm. Please note late or incomplete applications will not be considered.

Candidates **must** submit:

- 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, in MS Word format); **and**
- A completed Application 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 permission[1] or a Stamp 5 permission.

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

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

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

Competition Process

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

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

- Shortlisting of candidates on the basis of the information contained in their application.
- Competitive preliminary interview and presentation. (Details of presentation title will be shared in advance of interview).
- A final competitive interview.

Interview Process

At interview, candidates will be required to deliver a presentation lasting no longer than 10 minutes. The presentation should demonstrate their relevant experience, knowledge, and skills in relation to the job description.

Candidates will also be expected to discuss any aspects of their presentation, personal statement, and provide evidence of all six competencies required for Assistant Principal Officer level. Additionally, they should be prepared to engage in discussion on issues relevant to the current and future operations of TÉ.

The interview will involve a thorough and structured exploration of the required skills and competencies. Candidates must provide specific and detailed examples demonstrating their suitability for the role. The interview board may request further examples to support their assessment.

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

At all stages of the recruitment process, applicants will be notified of the outcome. Post-interview feedback will be provided, upon request, by the Resourcing Team. Candidates seeking clarification of decisions following shortlisting or post interview, regarding their candidature should direct their request to Resourcing@tailte.ie. This feedback will be managed appropriately as a standard part of the appointment process and does not require the initiation of any formal procedures.

General Information

This competition will be used to fill the post of Innovation Manager 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 Assistant Principal, (Standard 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 may be established from this competition and may be used to fill further Innovation Manager positions that may arise across TÉ Locations. 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 – Assistant Principal – Standard Scale**

Leadership	Actively contributes to the development of the strategies and policies of the Department/Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels
Judgement, Analysis & Decision Making	Research issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Makes clear, timely and well-grounded decisions on important issues
	Considers the wider implications agendas and sensitivities within decisions and the impact on a range of stakeholders
	Takes a firm position on issues s/he considers important
Management & Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the division
	Looks critically at issues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects

Interpersonal & Communication skills	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across Departments/Sectors
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the unit and Department/Organisation
	Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
	Is considered an expert by stakeholders in own field/area
	Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
Drive & Commitment to Public Service Values	Is self-motivated and shows a desire to continuously perform at a high level
	Is personally honest and trustworthy and can be relied upon
	Ensures the citizen is at the heart of all services provided
	Through leading by example, fosters the highest standards of ethics and integrity