

Tailte Éireann  
Candidate Information Booklet

**HR Business Partner  
Higher Executive Officer (Standard)  
Full-Time**

A panel may be formed to fill future temporary or permanent HR  
Business Partner vacancies across Tailte Éireann locations.

Reference Number: Ext 2025-35

Closing Date: 17<sup>th</sup> October 2025

General Queries: [Marina.Murtagh@tailte.ie](mailto: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.

### 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



### 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.

#### Optimising Land, Property and Geospatial Services

Leverage the benefits of the merger to unlock the full potential of our land, property and geospatial information.

#### 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.

#### 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>	HR Business Partner
<b>Pay Scale:</b>	Higher Executive Officer (Standard Scale)
<b>Location:</b>	Dublin
<b>Reporting To:</b>	HR Manager, Assistant Principal

A HR Business Partner in TÉ 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 TÉ.

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 TÉ 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 a panel will be created to fill future vacancies across the following HR activities:

- Recruitment;
- Learning & Development;
- Operations;
- Strategic Workforce Planning;
- Employee Relations.

## Role Responsibilities

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

- Supporting the development and implementation of HR strategies aligned with business objectives;
- Leading, developing, and enhancing the capability of the HR team Positioning HR as a trusted strategic partner and centre of expertise;
- Providing best-practice advice and support on all HR matters to employees, managers, and senior leaders;
- Embedding a high-performance culture that drives organisational effectiveness;
- Advancing strategic workforce planning capabilities;
- Delivering modern, progressive, and agile HR service models;
- Implementing effective strategies for retention, performance, and talent management;
- Driving equality, diversity, and inclusion initiatives that foster an inclusive culture;
- Supporting the design and delivery of organisational learning strategies and programmes
- Building organisational capability in effective people management;
- Ensuring continuous improvement and quality assurance across HR services;

- Managing employee and industrial relations and representing the department/office at third-party forums as required;
- Ensuring compliance with employment legislation and statutory obligations;
- Advising on and overseeing the implementation of workplace policies and procedures;
- Promoting HR analytics by leveraging data and metrics to inform senior management decisions;
- Collaborating with HR colleagues and other departments to develop policies and best practices across HR functions;
- Participating in cross-departmental working groups and fora as appropriate.

**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, 17<sup>th</sup> October 2025 **at 5pm** candidates must satisfy all the following requirements:

### Essential Criteria:

- Minimum of three years' experience in an HR role, with a proven track record of successfully managing and delivering a range of projects or programmes; **and**
- A relevant academic qualification at a minimum of Level 7 on the National Framework of Qualifications (or equivalent) in a related discipline; **and**
- Unrestricted right to live and work in Ireland (please refer to the documentation requirements in the **How to Apply** section)
- 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. Team Leadership;
  2. Judgement, Analysis and Decision Making;
  3. Management and Delivery of Results;
  4. Interpersonal and Communication Skills;
  5. Specialist Knowledge, Expertise and Self Development;
  6. Drive and Commitment to Public Service Values.

### Desirable Criteria:

- Excellent and current knowledge of Irish employment legislation, guidelines, and relevant circulars;
- Experience in developing and implementing best practices and process improvements within the HR function, including policies and guidelines;
- Experience in recruitment administration, including induction, probation, and performance appraisal;
- Experience in payroll and pension scheme administration;
- Demonstrated personal effectiveness, decision-making, and problem-solving skills;
- Strong oral and written communication skills, with the ability to engage diplomatically with a range of stakeholders;
- Ability to work independently and collaboratively within a team;

- Proven project management, planning, and organisational skills; proficient in Microsoft applications (e.g., Office365, Word, Excel, Outlook, Teams);
- Experience in developing and using HRIS systems such as CoreHR, eRecruit, and Candidate Manager;
- Good working knowledge of eLearning development and implementation;
- Experience working within the Civil Service or Public Sector;
- Membership of CIPD or an equivalent professional body.

## **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 1<sup>st</sup> August 2025 is as follows:

1	2	3	4	5	6	7	8	9
€58,847	€60,567	€62,285	€64,000	€65,723	€67,437	€69,157	€71,637 LSI 1	€74,112 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.

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 of annual leave per year. This increases to 30 days after 5 years of service and 31 days after 10 years of 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

The closing date and time for applications is **Friday, 17<sup>th</sup> 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<sup>1</sup> or a Stamp 5 permission.

Completed applications should be emailed to [Marina.Murtagh@tailte.ie](mailto: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.

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

- 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 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 Marina.Murtagh@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 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 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 HR Business Partner 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](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.

## Appendix A – Key Competency Framework – Higher Executive Officer

<b>Team Leadership</b>
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
<b>Judgement, Analysis &amp; Decision Making</b>
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
<b>Management &amp; Delivery of Results</b>
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
<b>Interpersonal &amp; Communication Skills</b>

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
<b>Specialist Knowledge, Expertise and Self Development</b>
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
<b>Drive &amp; Commitment to Public Service Values</b>
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