



**Tailte  
Éireann**

Clárúchán, Luacháil,  
Suirbhéireacht  
Registration, Valuation,  
Surveying

**Tailte Éireann**  
**Candidate Information Booklet**

**Head of Legal Services  
(Principal Solicitor - Standard Scale)**  
**Full-Time**

A panel may be formed to fill future temporary or permanent **Head of Legal Services** vacancies across Tailte Éireann locations.

Reference Number: Ext 2026-01

Closing Date: 5pm, Friday 6<sup>th</sup> February 2026

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

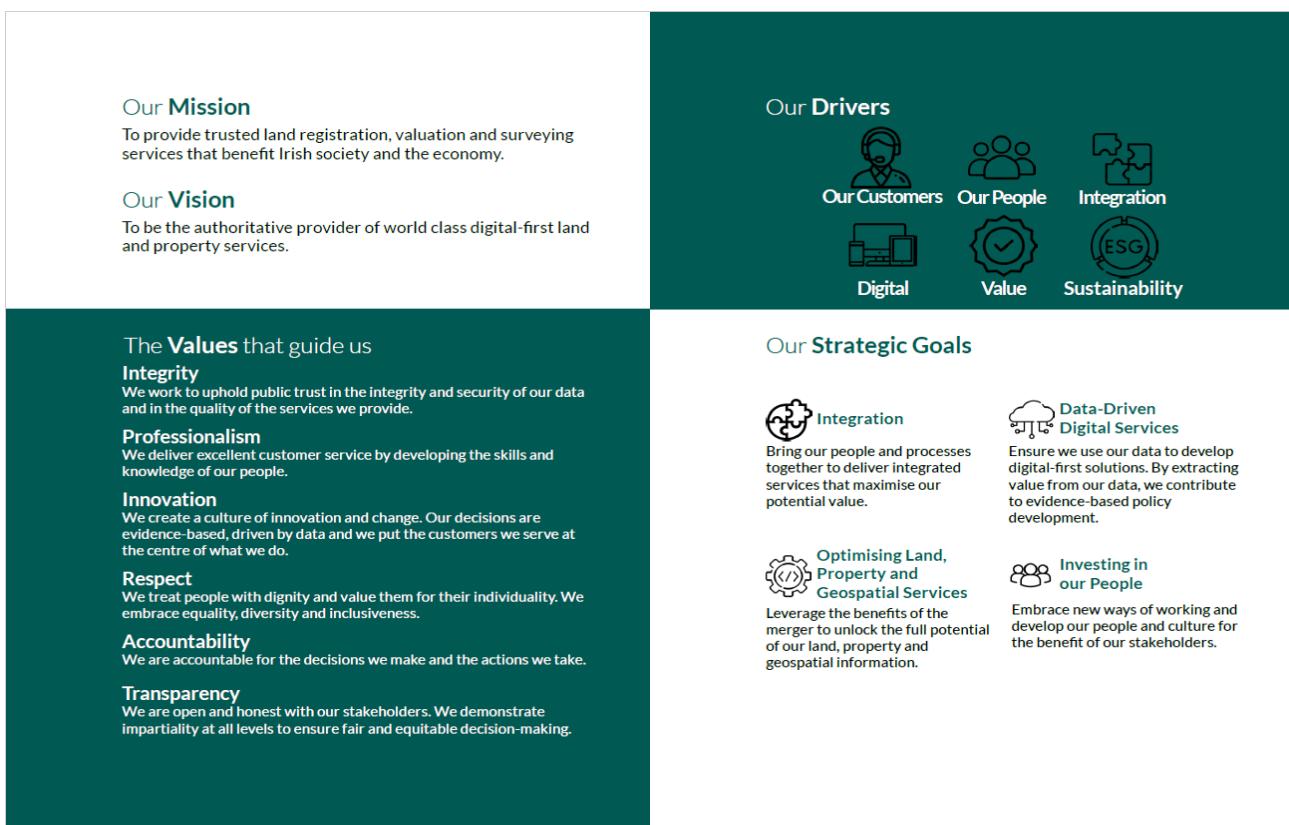
TÉ was established by legislation to provide property registration, valuation and surveying services for the State.

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

<b>Title of Post:</b>	Head of Legal Services
<b>Pay Scale:</b>	Principal Solicitor (Standard Scale)
<b>Location:</b>	Dublin
<b>Reporting To:</b>	Chief Corporate Affairs Officer, Assistant Secretary

The Head of Legal Services is a senior legal professional—either a Solicitor or Barrister—with extensive experience and proven strategic leadership capabilities. This pivotal role is responsible for shaping and delivering TÉ legal strategy, acting as legal counsel on behalf of the organisation, appearing at hearings for all legal casework, supporting high-level decision-making, and ensuring the effective implementation of organisational policies and procedures.

Reporting directly to the Chief Corporate Affairs Officer, the role holder leads a dedicated legal team responsible for legal research, analysis, and the provision of clear, timely legal advice and guidance. In collaboration with Procurement, the role holder ensures appropriate access to external barristers as required. The team also manages litigation, statutory appeals, complaints, and supports public inquiries. Legal service delivery spans TÉ’s Valuation, Surveying, and Registration functions, including Circuit Court and District Court appeals to the High Court, Court of Appeal, and Supreme Court.

Within the legal team, the Head of Legal Services is responsible for planning, managing, and overseeing the provision of legal services in response to appeals arising from statutory valuations, as well as legal matters related to non-statutory valuations, Freedom of Information requests, and discovery applications. The role requires in-depth knowledge of commercial law and state litigation to support decision-making effectively and ensure legal rigour.

This leadership position involves close collaboration with internal departments and external stakeholders to promote efficient, compliant, and risk-aware legal practices. It demands sound judgment, strong litigation and advocacy skills, and the ability to manage complex legal matters and projects. The role also requires an understanding of the implications of legal outcomes for TÉ, along with the ability to propose and implement appropriate resolutions both in the short and long term.

The Head of Legal Services holds responsibility for legal risk management, policy development, legal compliance, and talent development within the Legal Services team.

## Role Responsibilities

The role of Head of Legal Services includes, but is not limited to, the following duties:

- Providing strategic legal direction aligned with TÉ corporate objectives, regulatory obligations, and risk appetite;
- Delivering high-quality, accurate, and timely legal advice across all statutory functions;
- Leading and managing litigation services, including advocacy, appeals, drafting pleadings, preparing instructions, and attending consultations and hearings;

- Overseeing legal compliance and ensuring adherence to statutory, regulatory, and governance frameworks;
- Conducting rigorous, fair, and independent legal assessments, and empowering the Legal Services team to uphold these standards;
- Collaborating with internal departments to identify, assess, and mitigate legal risks, embedding legal risk awareness into organisational culture and decision-making;
- Advising the Executive Team and Board on the legal implications of strategic initiatives, corporate governance, and emerging legal trends;
- Researching, analysing, and communicating complex legal matters, including providing defence advice to senior management and contributing to policy development;
- Developing and reviewing internal legal policies, procedures, and frameworks to ensure clarity, consistency, and legal robustness;
- Monitoring and interpreting legislative and case law developments, advising on their impact, and ensuring timely organisational responses;
- Managing legal resources efficiently to ensure operational effectiveness and value for money;
- Supporting public inquiries and facilitating tribunals, Alternative Dispute Resolution (ADR), and mediation processes;
- Representing TÉ at external events and forums, nationally and internationally, while maintaining the highest standards of legal professionalism;
- Managing relationships with external legal counsel to ensure quality, cost-effectiveness, and strategic alignment;
- Driving the adoption of legal technology and innovation to enhance service delivery and knowledge management;
- Leading and cultivating a high-performance legal team, fostering a culture of excellence, accountability, and continuous improvement;
- Promoting legal talent development, mentoring, and succession planning to build a resilient and future-ready legal function;
- Supporting senior management in executing daily business priorities, ensuring governance, risk management, programme management, sourcing, and procurement meet best-in-class standards, including oversight of outsourced legal services;
- Providing legal leadership during organisational incidents, including regulatory investigations, data breaches, Freedom of Information (FOI) requests, and reputational matters;
- Undertaking any other duties as may be required from time to time to fulfil the business objectives of TÉ, as appropriate to the grade.

**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, 6<sup>th</sup> February 2026 at 5pm** candidates must satisfy all the following requirements:

### Essential Criteria:

- Be called to the Bar of Ireland; **or**
- Be admitted and currently enrolled as a Solicitor or Barrister in the State, and entitled to hold a practising certificate issued by the Law Society of Ireland; **and**

- Have at least seven years' post-qualification practice and/or experience in providing legal services and legal advice in a regulatory setting, with a demonstrable record of professional achievement; **and**
- Possess significant senior leadership and management experience, including leading legal teams and managing resources at an appropriate scale and level; **and**
- Have up-to-date specialist legal knowledge relevant to the work of TÉ, including Irish and EU legislation, with the ability to apply this knowledge effectively in a broader organisational context and evaluate legal risks across all statutory and non-statutory functions delivered by TÉ Valuation; **and**
- Demonstrate excellent communication, interpersonal, and relationship management skills, with the capacity to influence and work effectively with a complex stakeholder group in a collaborative manner; **and**
- Be highly motivated, dynamic, and ambitious, with strong personal and professional integrity and the drive to deliver on demanding strategic development targets; **and**
- Demonstrate a strong focus on delivery and results, with the ability to operate effectively in a complex environment and meet challenging deadlines; **and**
- Show a personal commitment to high-quality standards, innovation, adaptability to changing demands, and a willingness to lead and support teams in adopting new ways of working; **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 & Strategic Direction;
  2. Judgement & Decision Making;
  3. Management & Delivery of Results;
  4. Building Relationships & Communication;
  5. Specialist Knowledge, Expertise and Self Development;
  6. Drive & Commitment to Public Service Values.

### **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
€106,021	€110,520	€114,983	€119,481	€123,275	€127,211 LSI 1	€131,139 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 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**

The closing date and time for applications is Friday, 6<sup>th</sup> February 2026 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 comprehensive CV (no more than 3 pages); **and**
- A completed Key Achievements Form (in MS Word format only); **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 [Resourcing@Tailte.ie](mailto: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:

- 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 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](mailto: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 Head of Legal Services 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](#)

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

## **Conditions of Appointment**

Appointment will be at the grade of Principal Solicitor, 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 Head of Legal Services 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 [erirqueries@tailte.ie](mailto:erirqueries@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 Solicitor

### Effective Performance Indicators

Leadership & Strategic Direction	<ul style="list-style-type: none"> <li>Leads the team, setting high standards, tackling any performance problems &amp; facilitating high performance</li> <li>Facilitates an open exchange of ideas and fosters an atmosphere of open communication</li> <li>Contributes to the shaping of Departmental / Government strategy and policy</li> <li>Develops capability and capacity across the team through effective delegation</li> <li>Develops a culture of learning &amp; development, offering coaching and constructive / supportive feedback</li> <li>Leads on preparing for and implementing significant change and reform</li> <li>Anticipates and responds quickly to developments in the sector/ broader environment</li> <li>Actively collaborates with other Departments, Organisations and Agencies</li> </ul>
Judgment & Decision Making	<ul style="list-style-type: none"> <li>Identifies and focuses on core issues when dealing with complex information/ situations</li> <li>Assembles facts, manipulates verbal and numerical information and thinks through issues logically</li> <li>Sees the relationships between issues and quickly grasp the high level and socio-political implications</li> <li>Identifies coherent solutions to complex issues</li> <li>Takes action, making decisions in a timely manner and having the courage to see them through</li> <li>Makes sound and well informed decisions, understanding their impact and implications</li> <li>Strives to effectively balances the sectoral issues, political elements and the citizen impact in all decisions</li> </ul>
Management & Delivery of Results	<ul style="list-style-type: none"> <li>Initiates and takes personal responsibility for delivering results/ services in own area</li> <li>Balances strategy and operational detail to meet business needs</li> <li>Manages multiple agendas and tasks and reallocates resources to manage changes in focus</li> <li>Makes optimum use of resources and implements performance measures to deliver on objectives</li> <li>Ensures the optimal use of ICT and new delivery models</li> <li>Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements</li> <li>Instils the importance of efficiencies, value for money and meeting corporate governance requirements</li> <li>Ensures team are focused and act on Business plans priorities, even when faced with pressure</li> </ul>
Building Relationships & Communication	<ul style="list-style-type: none"> <li>Speaks and writes in a clear, articulate and impactful manner</li> <li>Actively listens, seeking to understand the perspective and position of others</li> <li>Manages and resolves conflicts / disagreements in a positive &amp; constructive manner</li> <li>Works effectively within the political process, recognising &amp; managing tensions arising from different stakeholders perspectives.</li> <li>Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals</li> <li>Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks</li> <li>Makes opinions known when s/he feels it is right to do so</li> </ul>
Specialist Knowledge, Expertise and Self Development	<ul style="list-style-type: none"> <li>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</li> <li>Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role</li> <li>Maintains a strong focus on self-development, seeking feedback and opportunities for growth</li> </ul>
Drive & Commitment to Public Service Values	<ul style="list-style-type: none"> <li>Consistently strives to perform at a high level</li> <li>Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining a sense of balance and perspective in relation to work issues</li> <li>Contributes positively to the corporate agenda</li> <li>Is personally trustworthy, honest and respectful, delivering on promises and commitments</li> <li>Ensures the citizen is at the heart of all services provided</li> <li>Is resilient, maintaining composure even in adverse or challenging situations</li> <li>Promotes a culture that fosters the highest standards of ethics and integrity</li> </ul>