Tailte Éireann

Candidate Information Booklet

Networks Manager,

Assistant Principal Officer (Standard Scale), Full-Time – Dublin

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

Reference Number: Ext 2026-27

Closing Date: Friday, 18th December 2026

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

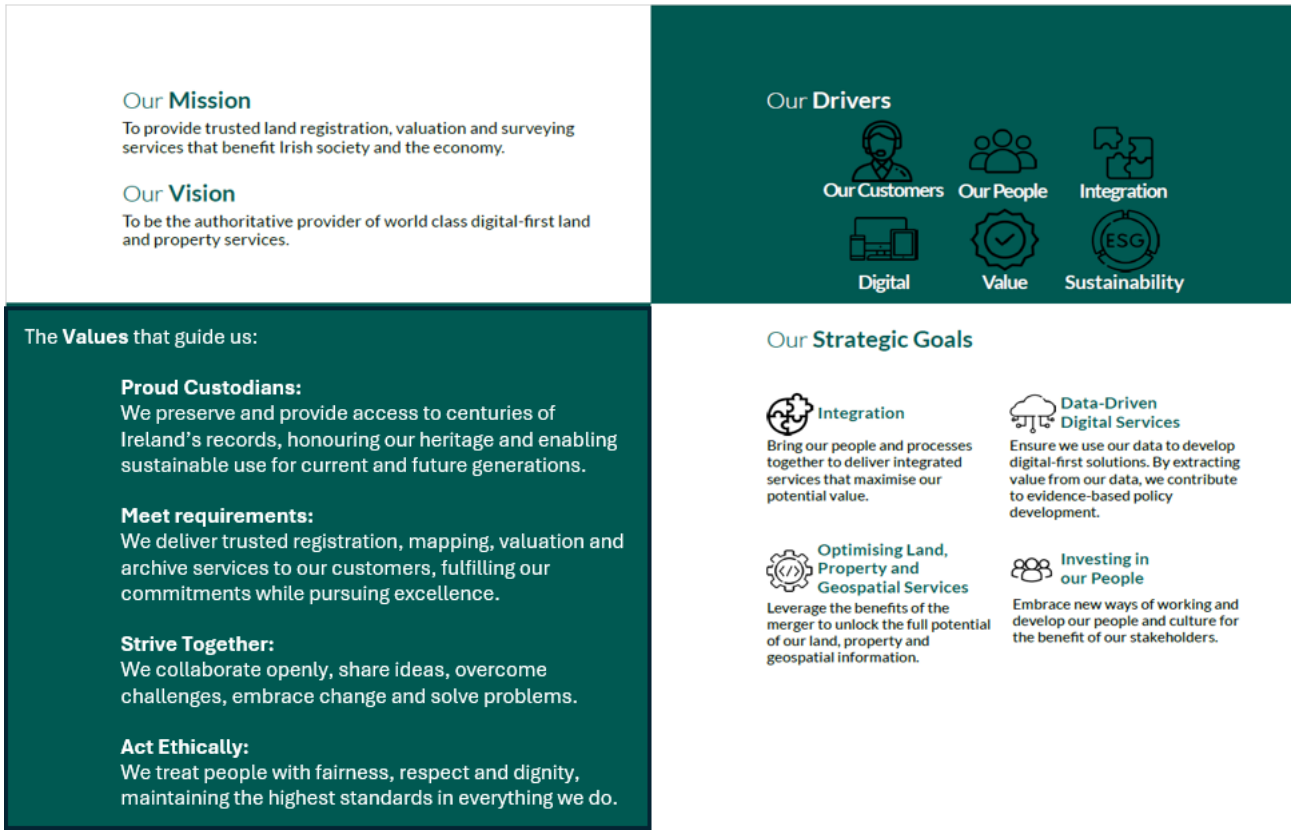
TÉ was established by legislation to provide property registration, valuation and surveying services for the State.

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:	Networks Manager
Pay Scale:	Assistant Principal Officer (Standard Scale)
Location:	Dublin
Reporting To:	Head of Networks and Cybersecurity, Principal Officer

The ICT Function is principally responsible for the provision of the following services: Networks and Security; Business Systems; Information Management and Data Governance, Technology Support, Governance and Strategic Projects, and Platform Engineering

The Networks Manager is responsible for developing and implementing network protocols, policies and standards, as well as overseeing the design, operation, and maintenance of the organisation's network infrastructure. The role will also act as a liaison between the ICT Networks & Security team and senior management, ensuring that network services and initiatives align with organisational goals and objectives.

Role Responsibilities

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

- Developing and implementing information network policies and standard operating procedures (SOPs) to safeguard departmental data assets, ensuring compliance with relevant regulations;
- Developing, implementing and maintaining network security policies and standards to safeguard departmental data assets, ensuring compliance with relevant regulations;
- Conducting regular network security audits and collaborating with the ICT security team to address vulnerabilities and mitigate potential risks promptly;
- Overseeing the design, implementation, and maintenance of departmental network and telecoms infrastructure and software, ensuring their availability, reliability, and scalability to meet organisational needs;
- Leading incident response efforts to address network breaches and threats, establishing procedures for reporting, escalation, and resolution to minimise disruptions;
- Managing teams, providing guidance, support, and mentoring to team members to foster professional development and maintain high performance;
- Collaborating with internal teams and external vendors to optimise network performance, resolve connectivity issues, and enforce network security policies;
- Delivering training sessions to educate staff on network security best practices, fostering a culture of awareness and accountability;
- Monitoring network traffic for security breaches, coordinating with the ICT Security team to implement appropriate controls, and ensure compliance with regulations;
- Liaising with stakeholders to understand network requirements, developing and recommending appropriate solutions, and managing the departmental budget for network initiatives effectively;
- Identifying cost-effective solutions for network upgrades and enhancements, while providing leadership and guidance to the network team;
- Representing the department in network-related meetings and fora, monitoring industry trends, and fostering positive relationships with external partners and vendors.

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, 18th December 2026 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 Computer Science or a related discipline; **or**
- Possess a minimum 5 years' experience in relevant discipline; **and**
- Demonstrate a strong record of achievement in their career to date; **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.

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 June 2026 is as follows:

1	2	3	4	5	6	7	**8**
€83,113	€86,173	€89,277	€92,390	€95,499	€97,292	€100,427 LSI 1	€103,576 LSI 2

The Grade Code for Assistant Principal Officer (Standard Scale) is HRMS: P92.

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 nine months 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 nine-month 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 working days per year. 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, 18th December 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 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.

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

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.

We will acknowledge receipt of your completed application. If you have not received confirmation of receipt by Tuesday, 22nd December 2026 please send a follow up email to Resourcing@tailte.ie asking for confirmation of the receipt of your application.

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.

Candidates will be permitted to bring a hard copy of their presentation if a presentation is required as part of the interview process, along with a copy of their submitted application, and may refer to these documents during the interview.

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 Networks 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 Officer (Standard Scale) and subject to the usual conditions governing such appointments. On appointment, officers serve the first 9 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 Networks 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 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 – Assistant Principal Officer**

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