



**Tailte
Éireann**

Cláirín, Luacháil,
Suirbhéireacht
Registration, Valuation,
Surveying

Tailte Éireann
Candidate Information Booklet

**Digital Mapping Officer
(Executive Officer)**

Reference Number: 04/2024 Closing

Date: 8th April 2024

General Queries: resourcing@tailte.ie

Tailte Éireann is an equal opportunities employer

Table of Contents

1. Background	3
2. Our Mission	3
3. Our Vision	3
4. The Values that Guide Us	3
5. TÉ Registration	3
6. The Role	4
7. General Information	6
8. How to Apply	6
9. Competition Process	6
10. Conditions of Appointment	7
11. Complaints and Requests for Review	8
12. Expenses	8
13. Data Protection	8
Appendix A – Eligibility to compete and certain restrictions on eligibility	9
Appendix B –Executive Officer Conditions of Service	11
Appendix C – Key Competency Framework – Executive Officer Level Competencies	16
Appendix D – Key Achievements Form	16

Title of Post:	Digital Mapping Officer (DMO)
Pay Scale:	Executive Officer (Standard Scale)
Location:	Roscommon, Waterford, and Dublin respectively
Reporting To:	Map Processing Manager/Digital Mapping Manager
Panel:	Panels to be established in Roscommon, Waterford and Dublin

1. Background

Tailte Éireann (TÉ) is an independent Government agency under the aegis of the Department of Housing, Local Government and Heritage providing a property registration system, property valuation service, and national mapping and surveying infrastructure for the State.

This external competition is for the purpose of making an appointment to the post of DMO (Executive Officer, Standard Scale) in TÉ. The eligibility criteria for this competition are set out separately in sections **6 to 10** below.

2. Our Mission

To provide trusted land registration, valuation and surveying services that benefit Irish society and the economy.

3. Our Vision

To be the authoritative provider of world-class digital-first land and property services

4. 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 service 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.

5. T  Registration

The objective of T  -Registration is to provide a system of registration of ownership to land in Ireland which ensures our role in maintaining the National Land Register, including the land register map record.

T  - Registration operates in the following locations across Ireland:

Dublin

Our current location is in the heart of Dublin City in the historic Four Courts complex. A move to a state-of-the-art office, located conveniently beside the Smithfield LUAS stop, within walking distance of all the city centre has to offer, is anticipated in the near future.

Roscommon

Our spacious and environmentally friendly location in Roscommon town offers an excellent quality of life with affordable houses, great schools, and a host of amenities. County Roscommon has beautiful lakes, forests, historic towns, ancient tombs, and numerous walking trails. Access to third level education is available at the Technical University of the Shannon in nearby Athlone.

Waterford

Our modern location in Waterford City is in the heart of the Ancient East. Waterford offers easy access to beautiful beaches, golf courses, the Greenway, and the vibrant culture and architecture of the city, including the Viking Triangle. The South East Technological University (SETU) is located in close proximity to the office.

6. The Role

The primary role of the DMO is to map applications and updates for registration on the national land register, ensuring that the spatial data recorded reflects the legal interest acquired and protected by registration. The DMO reports to and supports the Map Processing Manager/Digital Mapping Manager in the provision of quality customer mapping services that underpin Registration operations and the strategic goals of Tailte  ireann. This role is varied and requires the jobholder to be flexible, capable of working to and meeting targets, tight deadlines and delivering quality results. Comprehensive training will be provided to successful candidates on taking up appointment.

6.1 Responsibilities of the Role

- Digitally mapping applications as part of the title registration process;
- Providing high quality customer service to both internal and external customers and consistently setting a good example to others within the team in relation to same;
- Analysing and interpreting property registration related data;
- Applying sound working knowledge of Registration best practice and procedures;
- Presenting material (written and oral) in a clear, concise, comprehensive and convincing manner;
- Sharing information, knowledge and experience with colleagues with the purpose of assisting the team/organisation to meet its objectives;
- Applying quality control procedures in all mapping functions;

- Recognising when issues require referral and making clear and sound proposals;
- Achieving set targets;
- Co-operating in the implementation of policies, initiatives, new mapping systems and training programmes in order to improve the turnaround time for processing mapping applications;
- Analysing, researching and preparing responses to customer queries, correspondence etc;
- Communicating with colleagues and customers effectively.

Other responsibilities may include:

- Assisting the senior team in planning, organising and monitoring the work;
- Making upwards submissions and recommendations, contributing to new and more effective ways of working;
- Using CAD technologies;
- Carrying out detailed research on matters relevant to the work of the Tailte Éireann Registration and analysing results;
- Extraction of Bulk Spatial Data;
- Public office duties;
- Contributing to and carrying out project work as/when required;
- Such other duties appropriate to the grade as may be assigned by the Head of Mapping from time to time.

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

6.2 Person Specification

The person appointed must:

- possess or demonstrate the capacity to quickly develop to a high level the key competencies that have been devised for posts at this level under the following headings:
 - 1) People Management
 - 2) Analysis and Decision Making
 - 3) Delivery of Results
 - 4) Interpersonal & Communication Skills
 - 5) Specialist Knowledge, Expertise & Self Development
 - 6) Drive & Commitment to Public Service Values

Furthermore the successful candidate will be required to possess **or** demonstrate the capacity to quickly develop to a high level other valuable capabilities to include the following:

- Excellent team working skills;
- Excellent written and oral communication and interpersonal skills; including the ability to build effective working relationships both internally and externally;
- Good analytical and sound judgement skills;
- The ability to work quickly and accurately, and to meet challenging deadlines and to deliver results;
- Ability to tackle problems of a technical nature with a practical approach
- Excellent focus and attention to detail;
- A knowledge of mapping and spatial data;
- Adaptability, flexibility and openness to change.

Desirable:

- Proficiency in Microsoft, or equivalent, packages
- Competency in the use of Digital Mapping Technology or GIS packages.
- Mapping/Spatial Data or an equivalent qualification such as Geographic Information Systems (GIS), Geomatics, Geo-surveying, Geospatial Surveying, Engineering, Architecture, Spatial Data Management, Geography, Property Studies, and Information Technology IT

7. General Information

This competition will be used to fill the post of Digital Mapping Officer (DMO) within Tailte Éireann's offices based in Waterford, Dublin and Roscommon.

Please note:

- Assignments are competitive and merit-based
- The successful candidate 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 of having shown the competencies required for the role. It is important that you give, specific and accurate examples of where and when you showed the skills and experience required.

This competition will be held under the Tailte Éireann Recruitment Licence and in compliance with the Commission for Public Service Appointments Code of Practice – ***Code of Practice for Appointment to Positions in the Civil Service and Public Service***

8. How to Apply

Candidates should submit, on or before 8th April 2024:

- A comprehensive CV and
- A completed Key Achievements form (Appendix D)
- A Cover letter / personal statement (no more than 2 pages) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

Candidates must clearly outline the job location(s) for which they are applying in their application. We have vacancies in Roscommon, Waterford, and Dublin.

Applications should be sent to resourcing@tailte.ie with the job title and reference number in the subject line of the email.

9. 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 that appear 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 interview.

Interviews may be held virtually or in person. Candidates called for interview must make themselves available on the date/time given. Please note that candidates must ensure that they can secure access to the virtual platform (once advised).

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 explored in order to determine suitability for the role. The interview board may ask you for additional examples.

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

At all stages of the process applicants will be notified of the outcome. Where shortlisting is applied, feedback will be provided by way of scores awarded and an overall summary comment from the selection board. Following interview, scores awarded and summary comment of the selection board will also be provided.

10. Conditions of Appointment

Appointment will be at the grade of Executive Officer, Standard 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.

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 in their former grade in their former Department.

Panel

Any panel arising from this competition may be used to fill further positions as they arise in Roscommon, Waterford and Dublin respectively.

Appointment(s) will be offered, in order of merit.

The decision to accept or decline an offer must be made within 10 working days.

Please note you must be available to commence the position as soon as possible or within an acceptable timeframe where notice is required to current employer.

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 Codes reflect 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

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.

11. Complaints and Requests for Review

Complaints/requests for review will be considered by the NSSO in accordance with the procedures set out in Sections 7 and 8 in the Code of Practice. Such complaints/reviews should be emailed to hr-enquiries@tailte.ie, with the job title and reference number in the subject line of the email.

Where possible, Tailte Éireann will attempt to initially deal with such matters informally as provided for in Sections 7 and 8.

12. Expenses

TÉ will not be responsible for any expenses incurred as a result of applying for and/or being successful at this competition.

13. Data Protection

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the then data protection framework under the EU Data Protection Directive. 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 – Eligibility to compete and certain restrictions on eligibility

Health & Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Those under consideration for a position will be required to complete a health and character declaration. References will be sought. Some posts will require special security clearance and will require completion of a form for Garda vetting purposes. In the event of conflicts of interest, candidates may not be considered for certain posts

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

To qualify candidates must be eligible by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS

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

scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of Incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Employer of Choice

Please Note: As an **Employer of Choice** the Civil Service has many flexible and family friendly policies e.g. work-sharing, shorter working year, remote working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

Appendix B –Executive Officer Conditions of Service

General

The appointment is 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 Salary Scale for the position is as follows: (rates effective from 1st October 2023):

Executive Officer (PPC)

€34,562 €36,464 €37,538 €39,634 €41,513 €43,330 €45,141 €46,914 €48,705

€50,446 €52,264 €53,482 LSI 55, 219¹ LSI 56, 969²

Personal Pension Contribution

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 supervisor(s) to determine whether you:

- (i) Have performed in a satisfactory manner,
- (ii) Have been satisfactory in general conduct, and
- (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 the Office and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

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.
- Probation may be suspended in cases such as absence due to a non-recurring illness, 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.

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 in their former grade in their former Department.

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 Head of the organisation. 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. Where extra attendance is necessary, overtime payments, or time off in lieu, will be allowed in accordance with the Civil Service overtime regulations.

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 23 days rising to 24 days after 5 years' service, 25 days after 10 years' service, 26 days after 12 years' service and 27 days after 14 years' 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.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars. Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie. Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.

- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please Note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007. The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a

condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement** - Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition. Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post ill-health retirement from Public Service

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available at [III Health Retirement - hr.per.gov.ie](http://hr.per.gov.ie) or upon request to PAS.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme. For further information in relation to the Single Public Service Pension Scheme please see the following website-www.singlepensionscheme.gov.ie.

Secrecy, Confidentiality and Standards of Behaviour

Official Secrecy and Integrity

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Acts

The Ethics in Public Office Acts will apply, where appropriate, to this appointment.

Prior approval of publications

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

Political Activity

During the term of employment the officer will be subject to the rules governing public servants and politics.

All circulars are available on the website www.circulars.gov.ie or from the Human Resources Unit, Tailte Éireann.

Important Notice

The foregoing represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Appendix C – Key Competency Framework – Executive Officer Level Competencies

People Management	Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
	Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
	Values and supports the development of others and the team
	Encourages and supports new and more effective ways of working
	Deals with tensions within the team in a constructive fashion
	Encourages, listens to and acts on feedback from the team to make improvements
	Actively shares information, knowledge and expertise to help the team to meet its objectives
Analysis & Decision Making	Effectively deals with a wide range of information sources, investigating all relevant issues
	Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
	Identifies and understands key issues and trends
	Correctly extracts & interprets numerical information, conducting accurate numerical calculations
	Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence
Delivery of Results	Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
	Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
	Constructively challenges existing approaches to improve efficient customer service delivery
	Accurately estimates time parameters for project, making contingencies to overcome obstacles
	Minimises errors, reviewing learning and ensuring remedies are in place
	Maximises the input of own team in ensuring effective delivery of results
	Ensures proper service delivery procedures/protocols/reviews are in place and implemented
Interpersonal & Communication	Modifies communication approach to suit the needs of a situation/ audience
	Actively listens to the views of others

Skills	Liaises with other groups to gain co-operation
	Negotiates, where necessary, in order to reach a satisfactory outcome
	Maintains a focus on dealing with customers in an effective, efficient and respectful manner
	Is assertive and professional when dealing with challenging issues
	Expresses self in a clear and articulate manner when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Displays high levels of skills/ expertise in own area and provides guidance to colleagues
	Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
	Leads by example, demonstrating
Drive & Commitment to Public Service Values	Is committed to the role, consistently striving to perform at a high level
	Demonstrates flexibility and openness to change
	Is resilient and perseveres to obtain objectives despite obstacles or setbacks
	Ensures that customer service is at the heart of own/team work
	Is personally honest and trustworthy
	Acts with integrity and encourages this in others

Appendix D – Key Achievements Form

Key Achievements

Name: _____ Title of Post: **Digital Mapping Officer**

Having read the competencies and thought about the demands of the role, for each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed during your career to date which clearly demonstrate your suitability to meet the challenges of this role (*max 250 words for each competency*).

People Management
Analysis and Decision Making
Delivery of Results
Interpersonal & Communication Skills

Specialist Knowledge, Expertise & Self Development

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Drive & Commitment to Public Service Values

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