

|                       |  |
|-----------------------|--|
| <b>TITLE OF POST:</b> | Lecturer/Coordinator – Business and Management   |
| <b>GRADE:</b>         | 3  |
| <b>REPORTS TO:</b>    | Head of Education; Course Coordinator  |
| <b>JOB FUNCTION:</b>  | As part of a small team, and under the supervision of the appropriate Programme Coordinator to assist with the delivery and development of the Institute's educational programmes. |

**Principal Duties and Responsibilities**

1. To assist with the delivery, development, administration, promotion and evaluation of the Institute's educational programmes, including programmes delivered via e-learning platforms.
2. To lecture in Business and Management subjects on the Institute's day and evening undergraduate, postgraduate and international programmes and to deal with student feedback and queries.
3. To design courses and programmes in Business and Management.
4. To contribute to Quality Assurance processes and mechanisms.
5. To co-ordinate associate lecturers in Business and Management, both at IPA and in regional centres, and liaise with IPA staff from other divisions who deliver programmes in the Whitaker School.
6. To conduct and help administer seminars and tutorials including at weekends.
7. To set and correct examinations and assignments, deal with external examiners and assist with the administration of examinations.
8. To supervise and correct dissertations.
9. To write and revise distance education manuals and to prepare e-learning materials.
10. To work with course coordinators and fellow lecturers/coordinators and with the Registrar on programme administration and to participate in teams conducting educational, research and other projects.
11. To participate in faculty meetings, working groups, conferring's, and other meetings both internal and external to the Institute,
12. To contribute to the annual cycle of programme promotion and marketing.
13. To develop and maintain expertise in relevant subject areas and to conduct research appropriate to the Institute's research requirements.
14. To undertake such other duties as may be assigned from time to time.

**Person Specification**

1. A post-graduate qualification at Masters Level or above (or equivalent) in Business and Management.
2. Competence and experience in lecturing and tutoring, and in managing and delivering academic programmes to adult learners.
3. Capacity to pursue an agreed research programme.
4. Good organisational and administrative skills
5. Good computer skills and experience of using IT based presentation aids and software packages.
6. Good analytical and writing skills
7. Good communication and interpersonal skills
8. Ability to work as part of a team
9. Commitment to Institute-wide development and self-development

**General Conditions**

This position will be filled on a permanent, contract or secondment basis. While the position is Dublin based a considerable proportion of our work is delivered in client organisations throughout Ireland and abroad on occasions. Attendance is required evenings and weekends and members of the staff of the Institute may be required to attend meetings and other functions on occasions outside normal working hours.

**The salary scale for this position ranges from €54,989 to €84,823 (two LSIs) per annum pro rota.**

Closing date for receipt of application is 12.00 noon on Monday 29<sup>th</sup> July 2019

Please email a CV clearly stating the Title of the post applied for) and covering letter stating how you meet the requirements of the roles by 12.00 noon on Monday 29<sup>th</sup> July 2019 to [recruit@ipa.ie](mailto:recruit@ipa.ie)IPA,

July 2019