

INSTITUTE OF PUBLIC ADMINISTRATION

JOB DESCRIPTION

TITLE OF POST:	Assistant Specialist - Public Sector Governance - Training Division
GRADE:	4
REPORTS TO:	Director, Training and Development, Consultancy Services
JOB FUNCTION:	Support product and service development and delivery particularly in the area of public sector governance services and related research activity; client engagement in support of existing specialists; and service delivery with cross Institute focus

Main Duties

- Design, develop and support the delivery, of governance, training, consultancy and development services including policies/ /manuals/training materials
- Support to board evaluation and governance review projects (including developing and managing surveys, organising interviews, undertaking interviews, drafting of material)
- Development work, and support to delivery, on the Public Body and Local Governance services including policies/ / manuals/ factsheets etc.
- Preparation of research papers/documentation in support of governance services including risk management , assurance and audit
- Support to IPA Governance Forum including website enhancements and updating
- Research, including updating of material on the Professional Certificate in Governance and selected module of the Doctorate in Governance
- Support for the broad portfolio of work of the governance team across different client sectors
- To carry out such duties appropriate to the grade as may be assigned from time to time.

Person Specification

Essential

1. A third level qualification at Masters level in a relevant subject area related to Governance/ Public Administration/Social Science
2. Sound understanding of the public service, public administration as well as the non-profit sector
3. Strong research skills
4. Strong organisational skills, capable of working on own initiative and attention to detail
5. Strong computer skills and experience of using relevant software packages
6. Strong, demonstrable analytical and writing skills
7. Strong communication and interpersonal skills
8. Ability to work well as part of a team
9. Commitment to self-development, and an understating of the role and objectives of the Institute

Desirable

At least 2 years' post-graduate experience of working in a similar role or in public administration

The salary scale for this position ranges from €34,263 to €54,656 (two LSIs) per annum pro rata.

Closing date for receipt of application is 12.00 noon on Monday 29th 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 29th July 2019 to recruit@ipa.ie

July 2019