

## **GENERAL INFORMATION FOR THOSE CONSIDERING CAREER OPPORTUNITIES AT THE IPA**



The Institute of Public Administration (IPA), founded in 1957 and a recognised college of the National University of Ireland, was established to be the main provider for of education, training and development services for the public service in Ireland, as well as research services and publishing.

Today, in 2019, the IPA retains its long held position as the leading Irish provider of;

- accredited qualifications at Undergraduate level right up to Masters and Doctoral programmes in areas of public management including specialist streams in a growing number of specific areas, including human resource management, governance, finance, criminal justice, local government and healthcare management
- an extensive range of executive development programmes, consultancy services, short training courses and organisational development supports for new and experienced managers, administrators and technical staff across the public sector in Ireland and internationally.



Additionally, the IPA has a small fulltime dedicated Research Team, undertaking applied research for government departments and other public sector bodies, while the work of the Publications Division, which is part of the Whitaker School of Management, links with the wider education and research activities of the IPA, provides an important information and knowledge base and oversees the commencement and completion of new and regular publishing initiatives every year.





The Corporate Services Team at the IPA is made up of ICT, Support Services, Finance and HR teams, all based in our beautiful headquarters building on Lansdowne Road campus made up converted Victorian buildings as well as a modern purpose build Training and Educations Centre. The IPA is open and providing services to our students on an extended day and week basis, with courses running each evening and at weekends during term time.



## Some of the Benefits to working at the IPA include:-

- Our campus is centrally located in the heart of Dublin 4, situated directly opposite the Aviva Stadium and next to the Lansdowne Road Dart Station
- Excellent access to cafes, restaurants, deli counters, shops etc. in the vicinity
- Pleasant location close to nature and walking distance to Herbert Park, Sandymount Park as well as river and canal walks
- Free onsite parking for staff, students and other clients on a first come first served basis
- Excellent public transport links with Lansdowne Road Dart station next-door and only a five minute walk to the centre of Ballsbridge. The area is served by the following bus routes;- 4, 4A, 5, 7, 7A, 18, 27X and 45
- Full time staff have a 37-hour working week and a system of Flexitime is available to staff, depending on the needs of their role. In addition, Work/Life Balance policies and opportunities are available to staff
- Some weekend working or evening working may be required, depending on your role. Where this is required, time off is approved during Monday to Friday or overtime paid when appropriate and approved
- The campus closes from December 24<sup>th</sup> to January 1<sup>st</sup> inclusive each year (3 or 4 days leave applies)
- Public Service credit Union, Bike to work, Group VHI Scheme, Easy travel pass, savings accounts all facilitated through payroll
- A Wellness Programme launched in 2019 with quarterly themes and initiatives
- All staff have confidential access to an Employee Assistance Programme (EAP)
- Regular promotion and secondment opportunities arise for staff. All vacancies are advertised internally and the more senior roles are advertised both internally and externally
- An active Social Committee arranges regular events and seasonal sports opportunities are open to all e.g. Tag rugby team
- The noticeably friendly and warm welcome given to new and returning staff – it is always commented on and noted!





## Current Vacancies and Application Process

All job vacancies open to external applications will be posted on the careers page [www.ipa.ie/careers](http://www.ipa.ie/careers). In each case, the following will apply

- Applications must be submitted by email to [recruit@ipa.ie](mailto:recruit@ipa.ie) by the deadline stated on the Advert
- An application should include both an
  - up to date CV
    - outlining all qualifications held (with dates and awarding bodies)
    - all previous employment including dates and employer details
  - a covering letter detailing
    - how and why your qualifications, skills and experience match those listed in the job description as required
    - where you saw this role advertised
    - details of any dates you may not be available for interview in the following month and
- All applications received by the closing date will be considered for shortlisting
- All shortlisted applicants will be called to first interview stage.
- Depending on the role, further stages for candidates successful at first interview stage may include further interview/s, presentation delivery, appropriate psychometric testing etc.
- All applicants will receive an email or letter confirming the outcome of their application.
- All queries should be forwarded to [recruit@ipa.ie](mailto:recruit@ipa.ie)

If you have any queries in relation to an advertised role or working at the IPA please contact Katherina McCaul, Director of HR & Company Secretary by emailing [kmccaul@ipa.ie](mailto:kmccaul@ipa.ie) or by phoning +353 1 240 3647 or 087 2907442.

