

TITLE OF POST: ICT Training Specialist, Education and Consultancy Unit - Training Division

GRADE: 3

REPORTS TO: Head of Training Division

JOB FUNCTION: The primary function of the Specialist is to:

- Lead on product and service design, development and delivery in the appropriate areas (see scope of Unit, below) aimed at improving sectoral, organisational and individual performance;
- Engage with clients to identify needs and learning and development and consultancy solutions;
- Work collaboratively with other specialist colleagues in the Training Division and with specialist colleagues across the Institute on the design and delivery of products and services.

Scope of Unit

The Unit is currently responsible for the development and delivery of products and services in the following areas:

- Programme and Project Management
- Change Management (in the context of Programme Management)
- Data Protection and Security and GDPR
- ICT Programmes and Courses

Principal Duties and Responsibilities

1. To assist in identifying training, educational, professional and consultancy needs of existing and potential clients and to assist with the design and development of solutions to meet these needs.
2. To contribute to the design, development, management, delivery and evaluation of specific training, academic and professional body programmes and consultancy services.
3. To work as part of a team in reviewing, scheduling and delivering the current range of training, academic and consultancy services to the highest professional standards.
4. Design, convene and manage training and development programmes, seminars, conferences and events.
5. To build, manage and enhance the team of associate specialists currently in place.
6. To establish, build and manage relationships with the appropriate professional bodies.
7. Effectively present classroom materials using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures on a range of specific short and longer term accredited training and development and academic programmes.
8. Obtain, organise or develop training procedure manuals, workbooks, guides or course materials such as handouts or visual materials and design and curate digital content.
9. To participate and collaborate with other members of the ICT Unit and other units of the Institute to deliver inter-disciplinary projects.
10. To promote and market the specialist services of the ICT Unit and of the Institute.
11. Actively engage in continuing professional development.
12. To undertake such other duties as may be assigned from time to time.

Person Specification

Candidates must have:

- A relevant third level qualification at Master's level or equivalent ;
- A recognised accreditation from a professional body;
- DP / GDPR Certification;
- Proven experience of working in a range of ICT service areas, Data Protection and Programme and Project Management fields;
- Ability to work individually but also as part of a team;
- Strong analytical, problem solving, communication, facilitation and interpersonal skills;
- Consultancy and report writing skills;
- Experience of standard IT based presentation aids and software packages;

Highly Desirable

Specific experience in some or all of the following areas:

- Project and Programme Management approaches and methodologies
- Programme / Project Management Office and Governance
- Managing projects in complex and mature environments
- A range of ICT services including development, infrastructure management and operations support
- The public sector, state or public funded organisations and private sector with appropriate expertise
- Provision of consultancy services in some or all of the specified areas

General Conditions

This position will be filled on a permanent, contract or secondment basis. While the position is Dublin based some of our work is delivered in client organisations throughout Ireland and abroad on occasions. 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 - €84,823 (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