

Title of Post: Leadership and Management Specialist

Grade: Grade 3

Reports to: Director of Learning and Development, Consultancy Services

Job Function: As part of a small team to assist with design, delivery and development of learning and development programmes and consultancy projects.

Duties

1. To contribute to the achievement of business objectives, both individually and as part of a team.
2. To design and deliver open and customised innovative learning and development programmes in the following areas: management, leadership, performance management, change management, negotiation and facilitation skills, teams, conflict management, interpersonal skills and executive coaching.
3. To conduct consultancy assignments and participate in public sector organisational development and change projects.
4. To organize, design and deliver specific events, conferences, seminars, briefings, that are public sector focused and enhance the Institute's portfolio of services.
5. To contribute to accredited programmes.
6. To develop materials for use on programmes.
7. To assist in writing tender proposals and to proactively seek new business.
8. To promote and market the services of the Institute generally.
9. To keep up-to-date with trends and developments in public sector reform, leadership and management development.
10. To carry out any other duties that may reasonably be assigned from time to time.

Qualifications and Other Attributes Required

- A post-graduate qualification at Master's level.
- Competence and experience in learning design, managing client contracts and delivering programmes to a broad spectrum of learners
- Excellent communication and presentation skills
- Ability to work as part of a team
- Good organisation and administrative skills
- Good computer skills and experience of using IT based presentation aids and software packages
- Good analytical and writing skills
- Commitment to Institute-wide development and continuing professional development.

The appointment may be made on a permanent basis, a contract or secondment basis with a view to permanency. The post is at Grade 3 Specialist level and the salary scale is €53,906 - €80,865

Please email, stating (a) which post you are applying for and (b) how you meet the requirements of the role and attaching a full CV, by close of business on Friday 17th November 2017 to Liza Digan (ldigan@ipa.ie), Institute of Public Administration, 57 – 61 Lansdowne Road, Dublin 4, Telephone +353 1 2403600.