

**INSTITUTE OF PUBLIC ADMINISTRATION****JOB DESCRIPTION**

**TITLE OF POST:** Lecturer/Subject Coordinator in Public Administration, Politics and Law

**GRADE:** 3

**REPORTS TO:** Course Coordinator, Head of Education

**JOB FUNCTION:** As part of a small team, and under the supervision of the appropriate Course Coordinator to assist with the delivery and development of the Institute's educational programmes and to lecture in Public Administration, Politics and Law.

**Job Description**

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 Public Administration, Politics and Law 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 Politics, Public Administration and Law.
4. To contribute to Quality Assurance processes and mechanisms.
5. To co-ordinate associate lecturers in Politics, Public Administration and Law, 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, conferrings and other meetings both internal and external.
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 in Public Administration, Politics and Law.
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.

The appointment is on a contract basis. The post is at Grade 3 Specialist level. The Grade 3 salary scale is €54,989.51 - €84,823.17 per annum pro rata.

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)

July 2019