

INSTITUTE OF PUBLIC ADMINISTRATION

JOB DESCRIPTION

TITLE OF POST:	Lecturer/Coordinator
GRADE:	3/4 – depending on level of experience and qualifications
REPORTS TO:	Head of Education
JOB FUNCTION:	As part of a small team, and under the supervision of the appropriate Coordinator to assist with the delivery and development of the Institute's educational programmes.

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 Business and Accounting 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 Business and Accounting.
4. To contribute to Quality Assurance processes and mechanisms.
5. To co-ordinate associate lecturers in Business and Accounting, 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 Business and Accounting.
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 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 or Grade 4 Assistant Specialist level depending on experience and qualifications. The Grade 3 salary scale is €53,906 - €80,865 and the Grade 4 salary scale is €33,588 - €53,580.

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.