

Terms & Conditions as at 04/07/2019

Title	Training Office Manager
Grade	Grade 4
Appointment type	This position will be filled on a fulltime permanent, contract or secondment basis – 37 hours per week
Reporting to	Director of Training, Development and Consultancy
Line Manager's title	Director of Training, Development and Consultancy
Weekly hours	37 hours per week.
Evening work	Yes - please contact Director of HR for further details
Weekend work	Yes - please contact Director of HR for further details
Flexi time	Yes
Parking	Available on site on a first come first served basis
Salary range	€34,263 - €54,656 (14 points)
Salary on appointment	In line with Circulars relating to salary on appointment and salary on promotion
Annual leave	27 days per annum rising to 28 after 5 years and rising to 29 after 10 years
Sick Pay Scheme	IPA Sick Pay Scheme in operation in line with Public Sector bodies
Probation	Probation period will apply
Pension	Access to the IPA Superannuation (Consolidation) Scheme 2010 or to the Single Public Service Pension Scheme (SPSPS) as appropriate