



Institute of Public Administration

Job Description

Title of Post:	Assistant Specialist – Research
Grade:	Grade 4
Reports to:	Head of Research
Job Function:	Support to research projects; analysis and report writing

Principal Duties and Responsibilities

1. To participate in and undertake research projects e.g. State of the Public Service Research series; Local Government Research series; and consultancy research projects
2. To contribute to the identification of public management research needs and promote the development of the IPA's research programme
3. To keep up to date with the latest professional developments and current trends in public service management, and contribute effectively to the overall work of the research team
4. Research articles for Administration Journal
5. Deliver occasional lectures and tutorials, and dissertation supervision

Person specification

1. A third level qualification at Masters level in a relevant subject area i.e. Public Administration, Public Management, Management, Public Policy or related areas
2. Sound understanding of the public service and public administration
3. Good research skills
4. Good organisational skills, capable of working on own initiative
5. Excellent computer skills and experience of using relevant software packages
6. Excellent writing skills
7. Excellent analytical and problem solving skills
8. Good communication and interpersonal skills
9. Ability to work as part of a team
10. Commitment to self-development, and an understanding of the role and objectives of the Institute

General Conditions

This position will be filled on a one year contract basis. While the position is Dublin based a considerable proportion 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.

In recruiting for this position, the Institute may consider a possible secondment arrangement from within the local government sector or wider public service, if it is deemed appropriate.

The salary scale for this position ranges from €35,560 to €56,725 (14 points including 2 long service increments) per annum pro rata.

How to apply

Please email your curriculum vitae together with a covering letter stating the title of the post applied for and how you meet the requirements to recruit@ipa.ie by 17.30, 12 October 2021.