

Title of Post: Administration Manager – Education Division

Grade: Grade 4

Reports To: Assistant Registrar/Registrar

Job Function: To manage the administrative processes and relevant staff of the Education Division, under the direction of the Assistant Registrar/Registrar, to ensure the provision of a high standard of services to staff and students.

Main Duties

1. Manage the Senior Administrative Assistants (Grade 5s), Administrative Assistants (Grade 6s) and Executive Assistants (Grade 7s) in the Education Division.
2. Manage arrangements for the provision of Dublin and regional day/evening/weekend classes and online delivery.
3. Co-ordinate the student enrolment process and the maintenance of student records in the Division.
4. Co-ordinate the distribution of course material and other documents.
5. Co-ordinate the administration of annual examinations and conferring ceremonies.
6. Monitor and control the receipt of student fee income and provide regular reports to relevant personnel in Education & Accounts.
7. Monitor and control the continuous assessment system.
8. Liaise with module and programme co-ordinators to ensure that administration, support and secretarial services are delivered to lecturers and students.
9. Support the Assistant Registrar/Registrar with the development and co-ordination of quality assurance and related processes for education programmes.
10. Support the Assistant Registrar/Registrar in managing the accreditation process (programme validation, validation or results, external examiners etc.)
11. Support the Assistant Registrar/Registrar and related staff in the development of the Division's IT systems, student record systems and learning platforms and software.
12. Ensure compliance with GDPR and other regulatory frameworks.
13. Assist with the compilation of reports, submissions, and strategies.
14. Assist with the promotion of education programmes throughout the country.
15. Undertake any other duties that may arise from time to time.

Person Specification

1. A broad knowledge and understanding of the Education Division's services, clients, competitive environment and requirements
2. Ability to lead and manage a team
3. Commitment to quality, delivering exceptional customer services and development of systems to support service delivery
4. Strong social, interpersonal and communication skills
5. Strong analytical, problem solving and negotiation skills
6. Highly developed organisation and administrative skills
7. Excellent IT skills and experience of designing high quality materials
8. Be capable of working on own initiative and have the skills to work closely with clients and colleagues
9. Commitment to continuous improvement, self-development and learning

Education and Experience

2 years' service within the Institute or relevant experience outside the Institute.

General Conditions

The position will be filled on a full time permanent basis. Please see below for a summary of terms and conditions.

The salary scale for this position ranges from €34,863 to €55,613 (including two long service increments) per annum pro rata.

Closing date for receipt of application is **close of business on Wednesday 26 August 2020.** Please email, by the deadline, a curriculum vitae and covering letter clearing stating the title of the post applied for and how you meet the requirements of the role, to recruit@ipa.ie.

Terms & Conditions as at 11/08/2020

Title	Administration Manager
Grade	Grade 4
Appointment type	Permanent
Reporting to	Assistant Registrar/Registrar
Weekly hours	37 hours per week.
Evening work	Flexible hours will be required to respond to the demands of education and training provision. While currently the IPA employs a blend of classroom and online delivery model, the post holder, during term time, may be required to work scheduled hours in support of evening classroom delivery.
Weekend work	The postholder will be required to participate in a roster to provide support for weekend seminars and tutorials.
Parking	Available on site on a first come first served basis
Salary range	€34,863 - €55,613 (14 points as of salary scale 1.9.2019)
Salary on appointment	In line with Government Circulars relating to salary on appointment and salary on promotion
Annual leave	27 days per annum
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