

Permanent post of Director of Human Resources, Organisational Development and Corporate Communications at Grade 1 level.

Founded in 1957, the Institute of Public Administration (IPA) is a leading provider of education, training, consultancy, publication and research services for the public sector in Ireland and overseas. Its objective is to advance the understanding, standard and practice of public administration and public policy. The IPA is a recognised college of the National University of Ireland. It provides third-level programmes, professional development courses, training and advisory services in areas including Public Management, Local Government, Governance, Leadership, Human Resources and Finance.

To support its continued success, the IPA is seeking to appoint a Director of Human Resources, Organisational Development and Corporate Communications to the senior management team.

Title of Post: Director of Human Resources, Organisational Development and Corporate Communications

Grade: Grade 1

Reporting to: Director General (DG)

Overall Job Function: The Director of Human Resources, Organisational Development and Corporate Communications will be a member of the senior management team. He/she will have responsibility for the management, development and monitoring of human resource and organisational development strategies and policies across the IPA. He/she will also lead on the development and implementation of a communications strategy with all stakeholders.

The key responsibilities of the role will include:

1. Provision of effective leadership for the division in promoting IPA strategic objectives and in engendering a positive working environment that encourages innovation, continuous improvement and a partnership approach.
2. The development and implementation of people-related strategies and plans that are aligned with and support the overall IPA organisational strategy, direction and business objectives. These will include strategic workforce and succession planning, and organisational development strategies.
3. Leading a significant programme of organisational change and development initiatives including learning and development, staff performance and staff welfare.
4. Management of all Human Resources functions across the organisation (e.g. staff engagement, recruitment, pensions, superannuation, reception and compliance).
5. Driving and promoting an organisational culture that establishes the IPA as an employer of choice, enhances employee engagement and wellbeing and supports high performance which contributes to better organisational design and effectiveness.
6. Ensuring the Institute is compliant with operational procedures that fall under the Human Resources function. These include FOI and Irish Language, overseeing the implementation of the

flexitime system and ensuring that effective records of leave arrangements are maintained in accordance with relevant circulars and Acts.

7. Developing and implementing policies relating to the Institute's superannuation schemes in conjunction with DPER and collaborating with the Director of Finance and Corporate Services on budgetary matters and on matters relating to IPA pension schemes.
8. Ensuring that all internal and external audit recommendations that fall under Human Resources are implemented.
9. Collaborating with the Director of Research, Publishing and Corporate Relations and all other Directors on the development and implementation of communication and social media policies relating to corporate communications with both internal and external stakeholders.
10. DG Office Support on key strategic projects as required.

Person Specification

Essential

- Postgraduate Level 9 or equivalent professional qualification in Human Resources Management; ideally candidates will be member of the Chartered Institute of Personnel and Development (MCIPD).
- Significant experience in strategic and corporate leadership of a Human Resources or Organisational Development portfolio.
- A proven record of experience (minimum of 5 years) at a senior level in a Human Resources function.
- A proven track record of leading, managing and delivering change in a complex environment.
- The ability to determine priorities and organise workloads under pressure in order to achieve tight deadlines.
- Excellent communication skills and well- developed skills in negotiating, conflict resolution and mediation.
- A collaborative approach to work.
- Self-motivation and ability to effectively manage own workload.
- Commitment to self-development and Institute-wide staff development.

Desirable

- Qualification in Corporate Communications or a proven record of accomplishment in relation to developing a Corporate Communications Strategy in a HR and / or OD role.

General Conditions

This position is full time and permanent. The salary scale for this position ranges from €80,882 to €110,642 (including two long service increments) per annum pro rata.

Applications, to include a comprehensive CV and covering letter, to be forwarded by email to cmcnally@ipa.ie by Monday 6th December at 11.00 am. Interviews are scheduled to take place on December 20th and 21st 2021.