

INSTITUTE OF PUBLIC ADMINISTRATION

JOB DESCRIPTION

TITLE OF POST:	Assistant Specialist - Governance - Training Division
GRADE:	4
REPORTS TO:	Senior Governance Specialist, Training, Development and Consultancy Division
JOB FUNCTION:	Develop, support and contribute to the development and delivery of governance services and related research activity; client engagement as part of the governance team; and related services with cross Institute focus.

Main Duties

- To actively contribute to the development of the Institute's governance and related services, to enhance the current portfolio and develop new online and other innovative offerings to meet the evolving needs of the IPA client organisations
- To participate in identifying client needs, primarily in assurance and governance and develop value-added services (training, facilitation, mentoring, consultancy etc.) to address those needs
- To contribute to the design and delivery of accredited, professional courses and training programmes, in particular those in the area of governance, assurance and related areas.
- To assist in the organisation of conferences/seminars/workshops, briefings, training and development events and to support key projects in the area of governance and related area
- To design, develop and support the delivery, of governance, training, consultancy and development services including policies/ /manuals/training materials
- To support board evaluation and governance review projects (including developing and managing surveys, organising interviews, undertaking interviews, drafting of material)
- To undertake development work, and support the delivery of Governance services including policies / manuals/ factsheets development etc.
- To preparation research papers/documentation in support of governance services including risk management , assurance and audit
- To support IPA Governance Forum including website enhancements and updating
- To research, including updating of material on the Professional Certificate in Governance
- To support the broad portfolio of work of the governance team across different client sectors
- To carry out such duties appropriate to the grade as may be assigned from time to time.

Person Specification

Essential

1. A third level qualification at Masters level in a relevant subject area related to Governance/ Public Administration/Social Science
2. Sound understanding of the public service, public administration as well as the non-profit sector
3. Strong research skills
4. Strong organisational skills, capable of working on own initiative and attention to detail
5. Strong computer skills and experience of using relevant software packages
6. Strong, demonstrable analytical and writing skills
7. Strong communication and interpersonal skills
8. Ability to work well as part of a team
9. Commitment to self-development, and an understanding of the role and objectives of the Institute

Desirable

At least 2 years' post-graduate experience of working in a similar role or in public administration

General Conditions

The position is full time and will be filled on a two year contract. 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 12.00 midday on **Friday 14 August 2020**.

Please email, by the deadline, a curriculum vitae clearly stating the title of the post applied for and covering letter stating how you meet the requirements of the roles to recruit@ipa.ie

July 2020