

INSTITUTE OF PUBLIC ADMINISTRATION**JOB DESCRIPTION**

TITLE OF POST:	Lecturer/Subject Coordinator in Public Administration, Whitaker School, IPA
GRADE:	3
REPORTS TO:	Course Coordinator & Head of School
JOB FUNCTION:	As part of a team and under the supervision of the appropriate Course Coordinator to assist with the delivery and development of the Institute's higher education programmes and to lecture in the field of Public Administration.

Job Description

1. To work as part of a team of coordinators to deliver, develop, administer, promote and evaluate the Institute's higher education programmes, including programmes delivered via e-learning platforms.
2. To coordinate modules and programmes in the field of Public Administration and to conduct and help administer classes, including at weekends.
3. To manage associate lecturers both at IPA and in regional centres, and to liaise with IPA staff from other divisions who deliver programmes in the Whitaker School.
4. To lecture in Public Administration on the Institute's day, evening and weekend undergraduate, postgraduate and international programmes and to deal with student feedback and queries.
5. To design courses and programmes in Public Administration and related fields.
6. To contribute to the Institute's Quality Assurance processes and mechanisms.
7. To set and correct examinations and assignments, deal with external examiners and assist with the administration of examinations.
8. To supervise and correct dissertations.
9. To write and revise distance education manuals and to prepare e-learning materials.
10. To work with course coordinators and fellow lecturers/subject coordinators and with the Registrar on programme administration, and to participate in teams conducting educational research and other projects.
11. To participate in faculty meetings, working groups, conferrings and other meetings both internal and external.
12. To contribute to the annual cycle of programme promotion and marketing.
13. To develop and maintain expertise in relevant subject areas and to conduct research appropriate to the Institute's research requirements.
14. To undertake such other duties as may be assigned from time to time.

Person Specification

1. A postgraduate qualification at Masters level or above in Public Administration or a related discipline.
2. Competence and experience in coordinating higher education programmes or managing associate lecturers.
3. Competence and experience in lecturing and tutoring, and in delivering academic programmes to working professionals.
4. Capacity to pursue an agreed research programme.
5. Good organisational, project management and administrative skills.
6. Good computer skills and experience of using IT based presentation aids and software packages.
7. Good analytical and writing skills.
8. Good communication and interpersonal skills.
9. Ability to work as part of a team.
10. Commitment to Institute-wide development and self-development.

The appointment is on a contract basis. The post is at Grade 3 Specialist level. The Grade 3 salary scale is €55,952 - €86,308 per annum pro rata including 2 LSIs

Closing date for receipt of application is 12.00 noon on Monday 16th December 2019

Please email a CV clearly stating the Title of the post applied for) and covering letter stating how you meet the requirements of the roles by 12.00 noon on Monday 16th December 2019 to recruit@ipa.ie

October 2019