



Institute of Public Administration Recruitment of Head of HR

Candidate Information Booklet

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IPA
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INSTITUTE OF PUBLIC
ADMINISTRATION

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The Position

Title of position:	Head of HR
Tenure:	Permanent basis, or on a contract or secondment basis with a view to permanency
Employing Authority:	Institute of Public Administration
Location:	57-61, Lansdowne Road, Ballsbridge, Dublin 4, Ireland, D04TC62
Organisation website:	www.ipa.ie

About the IPA

The Organisation

Founded in 1957, the Institute of Public Administration (IPA) is a leading provider of education, training, consultancy, publications and research services for the public sector in Ireland. 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, and training and advisory services in areas including Public Management, Local Government, Governance, Leadership, Human Resources and Finance.

What we do

The Institute of Public Administration (IPA) is Ireland's only public service development agency focused exclusively on public sector development. It delivers its service through:

- Education and Training: building people's capability to meet current and future challenges;
- Advisory and Consultancy: solving problems and helping plan, and shape the future;
- Research and Publishing: understanding what needs to be done and making these findings readily available;
- International projects, study visits and cooperation.

We are proud of our distinct mission and role in the provision of Education, Training, Research, Consultancy and other services for the wider public sector both in Ireland and abroad.

Our blend of experience, skills and knowledge of the public sector allows us to offer a wide range of bespoke services which meet our clients' needs precisely and effectively and whilst our services are delivered mainly to clients in the Irish public service, we have a strong reputation and demand for our services internationally also.

Find out more about the IPA at: www.ipa.ie

Role Summary

Reporting to the Director General, the Head of Human Resources will have responsibility for operational human resources management, ensuring that the function delivers a service that supports delivery of the IPA's Strategy.

Key Responsibilities

The successful candidate will be responsible for, but not limited to, the following:

- Managing all operational aspects of the HR Function, while driving continuous improvement and quality assurance across HR services
- Ensuring that current HR policies reflect all relevant legislation, and that the IPA has a suite of HR policies reflective of its commitment to Equality, Diversity and Inclusion
- Providing advice and guidance on the application of HR policies and best practice
- Providing expertise on the interpretation of government circulars and ensuring that all actions that need to be taken on foot of circulars are taken in a timely manner
- Ensuring that all reporting requirements to the Government Department are met and information delivered is accurate
- Ensuring that operational processes and procedures are clearly documented
- Collaborating to ensure the delivery of new innovative initiatives and projects that will be aligned to the IPA's Strategy Implementation Plan
- Promoting HR as a trusted business partner and centre of expertise
- Embedding an organisational culture that supports high performance and which contributes to overall organisational effectiveness
- Promoting and developing the use of key metrics to support key business decisions by senior management

Person Specification

Essential Requirements

The successful candidate must be able to demonstrate evidence of:

- A minimum of five years' experience working in a similar senior role with responsibility for Human Resources
- An awareness and understanding of current best practices, trends or new developments in HR Management, and strong working knowledge of Irish Employment law
- Proven working knowledge of Civil and Public Service HR/Employment Circulars, guidelines and policies
- A proven track record of HR operation experience within the Public Service
- Previous people management experience, effectively supervising and/or line managing others to deliver on organisational objectives
- Excellent interpersonal and communications skills including an ability to engage and liaise effectively with both internal and external stakeholders, representing the organisation, and building and maintaining healthy, effective and mutually respectful business relationships

Desirable Requirements

The successful candidate should also be able to demonstrate evidence of:

- An appropriate qualification in a relevant HRM, People Management or business discipline
- Evidence of CIPD membership
- Proven ability to juggle a number of projects at the same time and meet deadlines in a timely manner

Principal Conditions of Service

General

This appointment is made under the Institute's Constitution – Articles of Administration, 17(2)(f), dated 19 November 1963.

Remuneration

The salary scale for this position ranges from €74,905 to €107,477 (12-point scale including two long service increments) per annum pro rata.

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Subject to satisfactory performance, increments may be payable in line with current government policy.

Tenure

The position of Head of HR may be filled on a permanent basis, or on a contract or secondment basis with a view to permanency.

Probationary Period

All new employees are required to satisfactorily complete a probationary period, in accordance with the 'Terms and Conditions of Employment' in their employment contract. During this period, the employee's performance on the job and potential abilities are evaluated to determine suitability for the position. At the end of this probationary period, a formal assessment will be carried out by the employee's line manager, resulting in a decision on whether the employee has completed their probation satisfactorily.

Location

The position is currently based at Lansdowne Road, Ballsbridge, Dublin 4. The holder of this post may be required to attend meetings and other functions on occasions outside the normal place of work.

Hours of Attendance

Working hours will be as fixed from time to time but will not amount to less than 35 hours per week. If successful, you will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of your duties, subject to the limits set down in the working time regulations.

The Institute operates a formal Blended Working model based on service/business requirements. The Institute currently has a flexible working hours attendance scheme in operation.

Sick Leave

The rate of pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the Civil & Public Service sick leave circulars.

Annual Leave

In addition to the usual public holidays, the annual leave for this position is 30 working days.

Employee Benefits

Examples of some of the current employee benefits include:

- Generous annual leave entitlement
- Blended Working Policy
- Family Friendly Policies
- Availability of an Optical Benefit Scheme
- Availability of a Cycle to Work Scheme
- Staff Wellbeing Programme
- A range of Learning and Developmental Opportunities
- Sick Leave Scheme
- Paid Maternity and Paternity Leave
- Option to become a member of the Institute's Social Club
- Office location next to Lansdowne Road DART station
- Car-parking (first come first served)
- Automatically entered into a pension scheme
- Employee Assistance Programme

Outside employment

The position is whole-time, and the holder is not permitted to engage in private practice, or be connected with any outside business, which would interfere with the performance of official duties.

Superannuation Contribution

Membership of the Single Public Service Pension Scheme is compulsory for all employees except where there is membership of pre-existing public service superannuation scheme. Details will be provided to the appointee prior to appointment.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pensionable remuneration; pensions will be co-ordinated with the State Pension Contributory.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. Note: ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

Safety and Welfare

The holder of the post shall co-operate with the terms of the Institute's Safety Statement. They shall familiarise him/herself with the safety rules and procedures and adhere to same.

Training

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

Eligibility to Compete

Candidates must, by the date of any job offer, be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

Confidentiality

All enquiries, applications and all aspects of the proceedings relating to recruitment and selection are treated as strictly confidential and are not disclosed to anyone outside those directly involved in the recruitment process.

Freedom of Information

Candidates can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential subject to the provisions of the Freedom of Information Act, 2014.

How to Apply

Mazars have been retained by the IPA to assist with the appointment of the Head of HR role. Mazars, on behalf of the IPA, invites applications from suitably qualified candidates both nationally and internationally, and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

Mazars will be managing all aspects of this recruitment project on behalf of the IPA. No enquiries or canvassing should be made directly to the IPA.

Applications should be submitted online and must include:

1. A cover letter (max 2 A4 pages) outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements of the position of Head of HR
2. A comprehensive CV clearly showing your relevant qualifications, achievements and experience in your career to date

Only applications fully submitted online will be accepted into the campaign.

To apply for this role visit www.mazars.ie/executiverecruitment

Closing date

Deadline for application: 12pm noon on Thursday 3rd August 2023.

Applications will not be accepted after the closing date/time.

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within two working days of submission, please contact the Mazars Executive Recruitment Team by email (execrecruit@mazars.ie) to ensure your application has been received.

Reasonable Accommodations

Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements with their application. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to the execrecruit@mazars.ie or telephone to +353 (1) 449 4400.

Selection Methods

The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in the application;
- Preliminary interview, which may also include a presentation;
- Completion of an online questionnaire;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

** Please note that the Institute reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.*

Shortlisting

The Institute reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the applications submitted or a shortlisting interview.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, the Institute considers that it would be reasonable not to admit all the persons to the competition, the Institute may admit to the competition only persons who appear likely to it to attain in the competition a standard sufficient for selection and recommendation for appointment.

The information you supply in your application will play a central part in the shortlisting process. The Institute's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Interview

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an on-line questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you are requested to bring photographic identification.

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Institute's opportunity to assess your suitability for the role as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Institute is satisfied that such person fulfils the requirements of the role or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview.

The Institute may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as the Institute considers appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by the Institute. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed qualifications and any other relevant matters. Only candidates who reach such a standard as the Institute considers satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for interview.

The Institute reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses

Panels

A panel may be formed on the basis of the outcomes of the selection process. Placement on any panel from this competition is no guarantee that a position will be offered. The selection process will not be concluded until such time as references have been sought and clearance checks, i.e., occupational health, and verification of education qualifications, have been carried out.

Offer of Appointment

The Institute shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month. If the person fails to take up the appointment within such period, or such longer period as the Institute in its absolute discretion may determine, the Institute may not appoint them.

Deeming of candidature to be withdrawn

Candidates who do not complete and submit any assessments before the specified date or do not attend/undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to the regulations.

Candidates should note that canvassing will disqualify.

The Institute will not be responsible for refunding any expenses incurred by candidates.

The Institute is committed to a policy of equal opportunity.

General Information

Candidates' Rights including Selection Process Review and Complaint Procedures

We would like to assure you that protecting confidentiality is a number one priority throughout the selection process. You can expect, and we guarantee, that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Mazars and the IPA adhere to the key principles of the Commission for Public Service Appointments (CPSA) Code of Practice. The Institute operates a review/appeals process in line with page 24 of the Code.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process. Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Interfere with or compromise the process in any way
- A third party must not impersonate a candidate at any stage of the process.

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

Deeming of Candidature to be Withdrawn

Candidates who do not attend for interview or other test when and where required by the selection process, or who do not, when requested, furnish such evidence as the selection process requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

General Data Protection Regulation (GDPR) and Data Protection Acts, 1988 – 2018

The GDPR came into force on 25 May 2018 replacing the existing data protection framework under the EU Data protection Directive and the Data Protection Act, 2018 was enacted.

When you apply for this competition, a computer record will be created by Mazars and the information submitted will be used in processing your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 - 2018.

Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should, however, note that all application material will be made available to those with direct responsibility for the recruitment process.

Please note information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

Reference checks

Please note that any offer of employment made to a successful candidate will be subject to satisfactory reference verification and satisfactory verification of academic and professional qualifications.

Security Clearances

Please note that Garda Clearance may be required for this position. If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is your responsibility to seek security clearances in a timely fashion. The successful candidate cannot be appointed without this information being provided and being in order. The following sample websites may be of assistance to you in this regard:

- www.disclosurescotland.co.uk
- www.migrationint.com.au/office.asp (countries other than UK/NI)
- www.afp.gov.au (Australia)
- www.courts.govt.nz (New Zealand)

For other countries not listed above you may find it helpful to contact the relevant embassies that could provide you with information on seeking Police Clearance.

Legal Compliance

Mazars and the IPA are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts, 1988-2018, and the Freedom of Information Acts, 1997-2014.

Expenses

Mazars and/ or the IPA will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.