



## **INSTITUTE OF PUBLIC ADMINISTRATION**

## **JOB DESCRIPTION**

**Title of Post:** Management and Leadership Specialist (x 2)

**Grade:** Grade 3: Leadership, Management Unit

**Reports to:** Director, Leadership, Management and Business Development

**Job Function:** Key member of team with responsibility for the design, development and delivery of a range of bespoke learning and development programmes and events.

### **Duties**

1. Contribute to the achievement of business objectives, at individual and team level.
2. Design, develop and deliver a range of learning & development programmes for delivery in-person and across a range of online platforms.
3. Deliver across the broad areas of: management, leadership, strategy and implementation, innovation and change, business skills, conflict, mentoring, coaching.
4. Contribute to emerging areas such as leading on climate action, building community engagement, behavioural change, and collaboration across sectors.
5. Maintain in-depth knowledge of the public sector, management and leadership development.
6. Consult with clients from across the public sector in the identification of needs to facilitate the design and delivery of learning interventions.
7. Develop high quality learning materials that support learners.
8. Assist in writing tender proposals and requests for quote.
9. Actively seek out new and repeat business opportunities and make a significant contribution to the Unit's income generation.
10. Collaborate, where required to deliver on accredited programmes
11. Promote and market the Institute's services more generally.
12. To carry out any other duties that may reasonably be assigned from time to time.

### **Essential Qualifications Required**

- Relevant post-graduate qualification at Master's level.
- Knowledge and expertise in the areas of management/leadership and the public sector.
- Competence and experience in learning design and delivery in-person and online.
- Excellent communication skills.
- Ability to deliver efficient and high value services that meet budgetary targets.
- Capacity to work with and support the efforts of the Leadership & Management Team

### **Desirable Qualifications Required**

- Competence in organisation and administrative skills, including managing multiple client contracts
- Excellent analytical and writing skills
- Excellent computer skills
- Ability to work collaboratively with colleagues across the Institute

**General Conditions**

The appointment may be made on a permanent, contract or secondment basis with a view to permanency.

The post is at Grade 3 Specialist level and the salary scale is €57,071 - €82,863 plus two LSIs (long service increments) to €88,034.

**How to apply**

Please email your curriculum vitae (to a maximum of three pages) together with a covering letter stating the title of the post applied for and how you meet the requirements to [recruit@ipa.ie](mailto:recruit@ipa.ie) by 1pm, 18 June 2021.