

TITLE OF POST:	Local Government Specialist, Local Government Training Unit
GRADE:	IPA Grade 3 – Equivalent to SEO Grade 8 in the Local Authority Sector Salary Scale - €55,952 to €81,238 - 12 points (plus two additional LSIs)
REPORTS TO:	Dr Philip Byrne, Head of the Local Government Unit
JOB FUNCTION:	<p>The primary function of the LG Specialist is to:</p> <ul style="list-style-type: none">• Convene and deliver training and development programmes, seminars, conferences and events as well as providing consultancy and related services for the local government sector• Lead and deliver training programmes and services in the Institute of Public Administration and also deliver programmes and services in individual local authorities• Engage with clients to identify needs and learning and development and consultancy solutions;• Work collaboratively with other LG Unit colleagues and with specialist colleagues across the Institute on the design and delivery of programmes and services.

Principal Duties and Responsibilities

1. To contribute to the assessment of training, development, consultancy and related needs of staff at all levels in Local Authorities.
2. To identify and develop appropriate training and development courses and consultancy projects to meet such identified needs.
3. To organise and conduct training and staff development initiatives centrally, locally and regionally for all levels of local authority staff.
4. To contribute to and deliver on the unit's key accredited academic and professional programmes
5. To keep abreast of legislative, policy and strategic issues within the Local Government field and to work with senior local authority managers in the development and implementation of strategies and policies to deliver on these issues and legal, regulatory and policy change
6. To assist as required with administrative and other development work in the Local Authority unit.
7. To organise appropriate conferences, seminars, workshops and events for local government personnel
8. To undertake such other duties as may be assigned from time to time.

Person Specification:

1. A Masters level post graduate qualification (or equivalent) in a relevant area
2. Experience at equivalent or similar Local Government Grade and have at least 5 years relevant working experience.
3. Strong understanding of the Public Service and particularly a sound understanding of the Local Government sector including a fundamental understanding of local government policy and legislation
4. Strong research and writing skills
5. Strong organisational skills, capable of working on own initiative
6. Good computer skills and experience of using relevant software packages
7. Strong analytical and writing skills
8. Strong presentation, communication and interpersonal skills

9. Ability to facilitate and engage with large and small audiences and to handle group dynamics
10. Ability to work well as part of a team
11. Ability to work on own initiative
12. Commitment to self-development, and an understanding of the role and objectives of the Institute

General Conditions

This position will be filled on a two-year secondment basis. While the position is Dublin based, a considerable proportion of our work is delivered in client organisations throughout Ireland, and abroad on occasions. Members of the staff of the Institute may be required to attend meetings and other functions on occasions outside normal working hours.

In recruiting for this position, the Institute may consider a possible secondment arrangement from within the Local Government or wider public service, if that was deemed appropriate

The salary scale for this position ranges from €55,952 to €81,238 (plus two LSIs) per annum pro rata.

Closing date for receipt of application is **12.00 noon on Friday 21st February 2020**

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 Friday 21st February 2020 to recruit@ipa.ie

January 2020