

## Institute of Public Administration

## Job Description

**Title of Post:** Director of Research, Publishing and Corporate Relations

**Grade:** Grade 1

**Reports to:** Assistant Director General

**Job Function:** The Director of Research, Publishing and Corporate Relations will be a member of the senior management team. He/she will have responsibility for establishing and maintaining recognition of the Institute as a centre of excellence in research, publishing, knowledge transfer and practitioner engagement. He/she will promote and represent the Institute at national and international level as required. The post holder will develop and implement a new IPA research and knowledge transfer strategy, and will also make a significant contribution to the strategy for the development of the Institute as a whole.

### **Main responsibilities include:**

#### **Corporate Management**

- As part of the senior management team provide effective leadership for their division in promoting strategic objectives and engendering a positive working environment that encourages innovation, continuous improvement and a partnership approach
- Contribute to the strategic and business planning system for the Institute to support the implementation and achievement of strategic and operational priorities and objectives
- Encourage a broad discourse across the division and the wider organisation which facilitates openness and encourages innovation and change when and where it is needed

#### **General**

- To manage staff within the research and publishing teams, setting and monitoring team objectives, including identifying training and development requirements and performance management issues as appropriate
- To develop and secure achievement of the Institute's research and publishing budgetary targets, in line with the Institute's strategy, and produce associated strategies, business plans, budgets etc.
- Responsible for exploring and setting strategic objectives relating to long term research and publishing portfolios, including review and development of strategic activities to foster income streams
- To support the Director General as a member of the senior management team of the Institute and contribute to determining the direction of, and achieving the strategic goals of the Institute

#### **Research**

- Responsibility for the development and delivery of research linked to the government's public service reform plans (currently delivered primarily through the State of the Public Service research series and case study work for the Department of Public Expenditure and Reform)
- Responsibility for the development and delivery of local government research (currently delivered primarily through the Local Government Research series). Responsibility for the maintenance and renewal of the multi-year research strategy agreed with the City and County Management Association

- Responsibility for the development and delivery of consultancy research on public management issues (such as the two-year work programme agreed with the Environmental Protection Agency on experimental water governance)
- To produce a wide range of high quality written outputs for various audiences including research reports, policy briefings, blogs and other outputs
- To establish contacts with the national and international public administration research community, including external research networks and funding bodies and building relationships to increase collaborative working opportunities
- Develop an active research culture that fosters the highest achievements and promotes an attractive environment for the recruitment and retention of skilled research staff
- To liaise and cooperate with other sections of the Institute to ensure that the Institute as a whole remains a research-informed and practice-led organisation

### **Publishing and Corporate Relations**

Oversight of the activities of the publishing team, primarily:

- Production and delivery of the annual Ireland A Directory (in hard copy, app and desktop forms)
- Publication and delivery of books agreed through the Institute's book publishing committee
- Publication of research reports and papers
- Publication of the Institute's annual report
- Tendering for publishing consultancy work, such as the production of documents on Irish foreign policy
- Overseeing data gathering and analysis arising from the annual Ireland A Directory publication
- Liaising with the chair of the Institute's book publishing committee to manage committee meetings, address publishing needs, and consider book proposals received
- Maintain oversight of the corporate and individual membership activities and income
- Maintain oversight of Institute-wide external communications strategy and public relations activities, such as press releases, dealing with media queries, and the management of PR events

### **Main working relationships:**

#### **Internal**

- Director General and Assistant Director General
- Senior management team members
- Research and publishing staff

#### **External**

- Reform and Delivery Office, Department of Public Expenditure and Reform
- County and City Management Association executive, and research management in the Local Government Management Agency
- Senior managers across the public service
- Senior academics in third-level institutions working in the area of public management research
- Relevant funding bodies, national and international

## **Person specification:**

### **Qualifications**

PhD or equivalent in a cognate discipline.

### **Experience**

- Experience of developing and securing research and similar funding applications
- Experience of producing authoritative and accessible research reports, articles, papers and presentations
- Experience of building and growing relevant external networks
- Experience of leading teams and delivering results through others
- Ability to negotiate complex project agreements

### **Skills and Knowledge**

- Strong working knowledge of public administration research, both national and international
- Academic but accessible writing style aimed at meeting the needs of policy practitioners
- Ability to identify research opportunities and formulate strategic responses
- Ability to build and grow effective networks
- Knowledge of professional or educational publishing
- Experience managing online content/media

### **Competencies & Personal Attributes**

- Innovative and enterprising
- Results driven
- Highly organised and able to manage a diverse workload
- Project a professional image at all times, particularly with key stakeholders
- Adaptable and flexible within a team environment

### **General Conditions**

The position is full time. The salary scale for this position ranges from €80,082 to €109,547 (including two long service increments) per annum pro rata.

Applications, to include a CV and covering letter, to be forwarded by email to [cmcnally@ipa.ie](mailto:cmcnally@ipa.ie) by **Friday 8 January 2021 at 13.00.**

If you have any queries please contact [cmnally@ipa.ie](mailto:cmnally@ipa.ie).

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