

INSTITUTE OF PUBLIC ADMINISTRATION

JOB DESCRIPTION

TITLE OF POST: Assistant Business Systems Specialist, Training Division

GRADE: Grade 4

REPORTS TO: Grade 3 Specialist, Training Division or to any other such person as may be determined by the Institute from time to time

JOB FUNCTION: The primary function of the Assistant Specialist is to:

- Design, develop and manage course materials and other assets.
- Engage with clients regarding their requirements and the development and delivery of solutions.
- Engage with Associates and Support Services regarding the delivery of courses and workshops.

Scope of Unit

The Unit is currently responsible for the development and delivery of academic courses accredited by the NUI and short training courses in the following areas:

- Programme and Project Management
- Change Management (in the context of Programme Management)
- GDPR and Data Protection
- ICT
- Business Process
- Big Data and Data Analytics
- MS Office

Principal Duties and Responsibilities

- Manage and maintain, training and academic course assets including presentations, manuals workbooks, exercises, guides and other course materials.
- Respond to Client requests and enquiries and deliver solutions to meet their needs.
- Engage with Associates regarding competence, availability, scheduling, delivery, and invoicing.
- Liaise with Support Services on the booking, delivery, and invoicing for training courses.
- Deliver training programmes where appropriate.
- Plan and manage the delivery of courses, conferences, and seminars for clients.
- Work with other members of the team and other units of the Institute to deliver programmes.
- Promote and market the specialist services of the Unit and of the Institute.
- Actively engage in continuing professional development.
- Undertake other such duties as may be assigned from time to time.

Person Specification

The ideal candidate will have:

- A third level qualification in Business or Information Systems or similar;
- An ability to present and effectively communicate with an audience;
- Ability to work individually and as part of a team;
- Good analytical, problem solving, facilitation and interpersonal skills;
- An orientation towards business development;
- Good organisational skills and an ability to work on their own initiative;
- Good general computer skills with experience of using Word and Excel;

Desirable

- An understanding of the public service and public administration;
- An understanding of the role and objectives of the IPA;

Working experience of one or more of the following areas:

- The management of projects and an appreciation of Project Management approaches;
- A Data Protection role and an understanding of GDPR and its requirements;
- A role in ICT services / business systems;
- The use of a Learning Management System such as Moodle;
- Experience of standard IT based presentation and collaboration aids and delivery platforms such as MS Teams and Zoom;
- The use of social media in promoting and facilitating client engagement.

General Conditions

This position may be filled on a permanent, contract or secondment basis.

While the position is Dublin based a considerable proportion of the Institute's work is delivered in client organisations throughout Ireland. Members of staff of the Institute may be required to attend meetings and other functions outside normal working hours.

A full driving licence is required for the role.

The salary scale for this position ranges from €36,421 to €57,866, per annum pro rata.

How to apply

Closing date for receipt of application is Wednesday 28 September 2022 at 1.00 pm.

Please email a curriculum vitae and cover letter clearly stating the title of the post applied for and how you meet the requirements of the role, to recruit@ipa.ie

August 2022.