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| Title | Assistant Business Systems Specialist |
| Grade | Grade 4 |
| Appointment type | This position may be filled on a permanent, contract or secondment basis. |
| Reporting to | Grade 3 Specialist, Training Division or to any other such person as may be determined by the Institute from time to time. |
| Weekly hours | 35 hours per week. |
| Location of Post | The position is Dublin based. However 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. |
| Parking | Available on site on a first come first served basis at the IPA. |
| Salary range | The salary scale for this position ranges from €36,421 to €57,866 (14 points scale including 2 long service increments) per annum pro rata. |
| Salary on appointment | In line with Government Circulars relating to salary on appointment and salary on promotion. |
| Annual leave | 27 + 1 day after five years + 1 further day after another 5 years, per annum pro rata. |
| Sick Pay Scheme | IPA Sick Pay Scheme in operation in line with Public Sector bodies. |
| Probation | Probation period will apply. |
| Pension | Access to the IPA Superannuation (Consolidation) Scheme 2010 or to the Single Public Service Pension Scheme (SPSPS) as appropriate. |