

- TITLE OF POST:** Business Systems Specialist, Training Division
- GRADE:** Grade 3
- REPORTS TO:** Grade 2 Specialist, Training Division or Head of 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 Specialist is to:
- Manage the delivery of academic and technical training courses and programmes within the scope of the Unit;
 - Ensure existing courses and programmes remain relevant and up-to-date.
 - Manage the client base and develop new opportunities.

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

1. Manage, maintain, review and enhance current training and academic course assets including presentations, manuals, workbooks, exercises, guides and other course materials.
2. Manage and deliver academic and training programmes through to final certification stage.
3. Support and mentor students and course participants.
4. Design, develop and manage new academic and training courses and programmes, seminars, conferences, and similar events.
5. Respond to Requests for Proposals from Clients and identify the needs of clients and propose solutions to meet these needs.
6. Manage client relationships.
7. Manage and develop a team of associate specialists.
8. Develop and manage relationships with professional and accreditation bodies.
9. Work with other members of the team and other units of the Institute to deliver programmes.
10. Promote and market the specialist services of the Unit and of the Institute.
11. Actively engage in continuing professional development.
12. Undertake other such duties as may be assigned from time to time.

Person Specification

Candidates must have:

- A third level qualification, preferably at Masters level or equivalent 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;
- Strong analytical, problem solving, communication, facilitation and interpersonal skills;
- An orientation towards business development;
- Experience of standard IT based presentation aids and delivery platforms such as Teams and Zoom;

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:

- 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.

General Conditions

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

While the position is Dublin based some of the Institute's work is delivered in client organisations throughout Ireland and abroad. 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 €58,764 - €90,421, per annum pro rata.

How to apply

The closing date for receipt of applications 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