

Title	Business Systems Specialist
Grade	Grade 3
Appointment type	The appointment may be made on a permanent basis, or on a contract or secondment basis with a view to permanency.
Reporting 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
Weekly hours	35 hours per week
Parking	Available on site on a first come first served basis at the IPA
Salary range	The salary scale is €58,764 to €90,421 (14 points 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	29 days per annum pro rata rising to 30 days per annum pro rata after 5 years.
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

Terms & Conditions as at 24 August 2022