

Institute of Public Administration

Recruitment of Deputy Director General (Designate) / Company Secretary

March 2024



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The Position

Title of position:

Deputy Director General (Designate) / Company Secretary

Tenure:

Permanent, fixed contract or secondment basis

Employing Authority:

Institute of Public Administration

Location:

57-61, Lansdowne Road, Ballsbridge, Dublin 4, Ireland, D04TC62

Organisation website:

www.ipa.ie

Almost sixty-six years on, the Institute has multiple specialist departments to support and advise on different approaches to capacity building within the Public Service. These departments include Professional Development, OneLearning, Senior Public Service and the Whitaker School of Government and Management – named after the late and esteemed public servant Dr T.K. Whitaker – which incorporates the IPA Library. All departments are supported by a central shared corporate services model including HR Operations & People Development, Finance, Information Systems, Communications and Facilities Management.

Find out more about the IPA at: www.ipa.ie

The Organisation

The mission of the Institute of Public Administration (IPA) is to advance the understanding, standard and practice of public administration and public policy. Under the aegis originally of the Department of Finance and, since 2011, the Department of Public Expenditure, NDP Delivery and Reform (DPENDR), the IPA is unique and differs to other educational providers in that it specialises in the Public Service and adopts a multi-faceted approach comprising accredited third-level education, professional learning and development, consultancy and advisory services. This cross-sectoral approach affords the IPA the basis for applying a unique, whole-of-government perspective to its activities, providing solutions to the demands of state and government.

The IPA has evolved considerably since its foundation in 1957 with over 19,000 public servants attending courses and programmes today. Originally conceived by a group of public servants to explore policy and public management issues that were being addressed in the journal *Administration* (1953), the Institute quickly became an educational and training resource for the Public Service.

Role Summary

The IPA is now seeking to appoint a senior leader to the role of Deputy Director General and Company Secretary. This appointment will be made on a designate basis at Deputy Director General level from appointment until September 2024 which coincides with the retirement of our present Deputy Director General. The is intended to facilitate a smooth transition and handover process given the importance of this role. The successful applicant will be a member of the Executive Leadership Team within the IPA and report directly to the Director General.

The role is one of strategic importance to the organisation as the IPA evolves and develops within its current mandate and the successful applicant will have an opportunity to both lead and contribute as a key influencer within the Executive Leadership Team. With a focus on cultivating meaningful relationships, staying attuned to evolving organisational and personnel needs, and providing crucial guidance, the successful applicant will collaborate closely with the Director General to navigate challenges and seize opportunities during an

exciting phase of transformative change which the IPA is currently undergoing.

The appointed individual will champion a culture of excellent information sharing and communication, playing a critical role in supporting the Board. Additionally, they will lead the development and implementation of best practices to ensure compliance and regulatory compliance is monitored and maintained at all levels throughout the Institute.

Key responsibilities

This is a senior leadership role which will be responsible for, but not limited to, the following:

Deputy Director General (Designate)

- Act as the designated deputy for the Director General (DG).
- Work with the Director General and the Executive Leadership Team in the formulation of organisational policy and strategic direction, including the development of a significant agenda of transformational change within the Institute.
- Take lead responsibility for the governance of the IPA ensuring best practice across the Institute.
- Work closely with the Director General in leading the implementation of the IPA's Performance Delivery Agreement with the Department of Public Expenditure, NDP Delivery and Reform (DPENDR).
- Work closely with the Director General in the further enhancement and strengthening of services to the Local Government sector.
- Provide commercial acumen to identify opportunities through planning and delivery of services with members of the Executive Leadership Team and their respective departments to the wider Public Service.
- Optimise relationships with all relevant internal and external stakeholders across the Public Service.
- Represent the IPA, as appropriate, at national and international meetings/events and as agreed with the Director General.

Company Secretary

Secretary to the Board

- Ensure that the Board has the resources to fulfil its fiduciary duties.
- Support the Chair in ensuring the board functions efficiently and effectively.
- Ensure good information flows within the Board and its committees and between senior management and non-executive directors, as well as facilitating induction and assisting with professional development as required.
- Maintain good Board member relations and keeping the Board informed on stakeholders' views.

- Act as the lead person in administering Board evaluations, conducting corporate governance audits and instigate succession planning.
- Responsible for Board Director training and development.
- Set the Board agenda with the Chairperson and Director General, engage in pre-meeting planning and oversee the minutes of board actions during Board and committee meetings to reflect the Board's proper discharge of its fiduciary and other duties.
- Serve as a key advisor to the Board and to the Executive Leadership Team on corporate governance matters, including but not limited to Board of Director obligations under the Code of Practice for the Governance of State Bodies 2016, the Companies Acts and the Charities Code.

Corporate Governance

- Ensure that the IPA's corporate governance and regulatory framework is properly designed, implemented and maintained.
- Develop and oversee the systems that ensure that the Institute complies with all applicable codes, in addition to its legal and statutory requirements.
- Monitor changes in relevant legislation and the regulatory environment and taking action accordingly.
- Serve as the key member of the Executive Leadership Team as it pertains to implementing and supporting the governance framework.
- Engage with and be the liaison for third-party corporate governance service providers.
- Responsible for the IPA's governance programme and process development and enhancement.
- Act as the keeper and point of contact for all corporate documents.

The Person

Essential Requirements

The role-holder will require the following knowledge, skills and attributes for successful performance in the role.

Qualifications

- Third level/professional qualification in finance, law, governance business administration or relevant discipline.

Knowledge

- A clear understanding of corporate governance requirements including the roles and responsibilities that attach to a leader of a significant public sector organisation.
- A strong commitment to the values of the Public Service and clear understanding and insight into the challenges faced.

Experience

- A minimum of ten years' experience successfully leading, developing and managing relevant functional areas within an organisation with a focus on Company Secretariat or Governance.
- Strong experience in operating at Board level and understanding the legal and regulatory requirements of public sector organisations in addition the charity and private sectors.
- Previous experience within, or working with, the Public Service at a senior level.
- Demonstrable track record of implementing a significant change or transformation programme.
- Track record delivering superior results, commanding respect, and assuming leadership roles.
- Success in roles requiring execution of multiple tasks while responding to multiple priorities.
- Previous experience of developing and implementing strategic plans in collaboration with Boards of Management.
- Passion for the role of education in the Public Service with strong insight and experience in third level education.

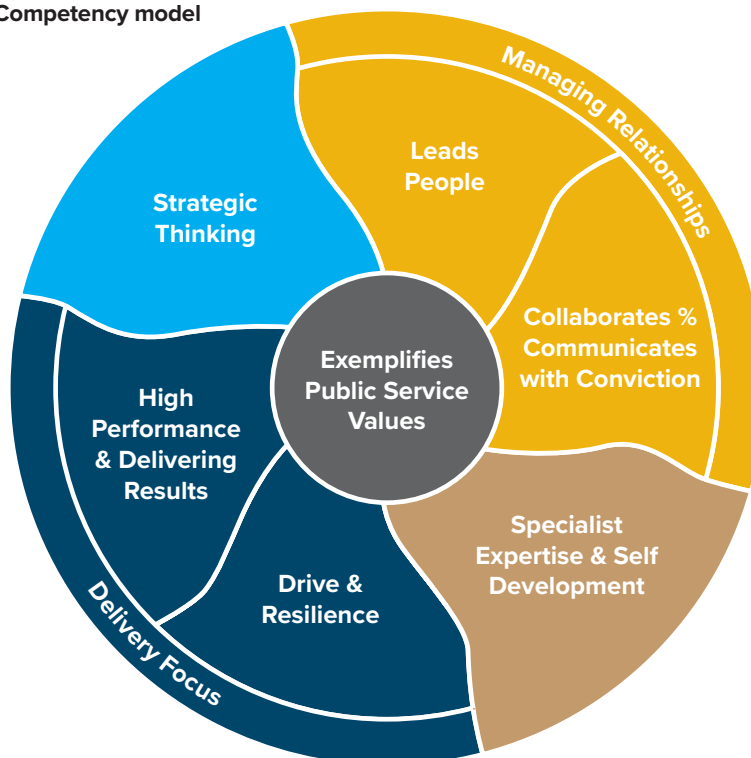
Skills

- Strong communication and interpersonal skills, including evidence of an ability to represent the IPA nationally and internationally.
- Influencing, negotiating and networking at the most senior levels in partnership with a broad range of stakeholders.
- Proven ability to work with efficiency, agility and flexibility.
- Demonstrated ability to build and maintain relationships.
- Operates with excellence and best practice in all matters.
- Ability to exercise tact and diplomacy in organisational settings.
- Demonstrates resilience and the ability to remain composed under pressure.
- Self-starter, self-disciplined and operates with integrity.
- Remain focused and deliver against timelines.

Key competencies

Candidates should demonstrate the ability to carry out successfully the duties of the role, as well as the general skills and competencies required at Assistant Secretary level. The key competencies that have been developed for roles at this grade level are as follows:

Assistant Secretary Competency model



"Public Services Values" - underpin four key competency areas, two of which have sub elements.

Each of the key competencies is supported by a list of key performance indicators which are available on publicjobs.ie

Further information on the specific performance indicators for these competency areas is provided at **Appendix I**.



Conditions of Service

General

This appointment is made under the Institute's Constitution – Articles of Administration, 17(2)(f), dated 19 November 1963.

Tenure

The position of Deputy Director General (Designate)/ Company Secretary may be filled on a permanent, contract or secondment basis.

Remuneration

The salary scale for this position ranges from €156,472 to €178,995 (4 point scale) per annum pro rata.

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Subject to satisfactory performance, increments may be payable in line with current government policy.

Probation

All new employees are required to satisfactorily complete a probationary period, in accordance with the 'Terms and Conditions of Employment' in their employment contract. Employees will be required to serve an initial probationary period. During this period, the employee's performance on the job and potential abilities are evaluated to determine suitability for the position. At the end of this probationary period, a formal assessment will be carried out by the employee's line manager, resulting in a

decision on whether the employee has completed their probation satisfactorily.

Location

The position is currently based at Lansdowne Road, Ballsbridge, Dublin 4. This location is under review.

Hours of attendance

Working hours will be as fixed and will not amount to less than 35 hours per week. If successful, you will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of your duties, subject to the limits set down in the working time regulations.

The Institute operates a formal Blended Working model based on service/business requirements.

Sick Leave

The rate of pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the Civil & Public Service sick leave circulars.

Annual leave

The annual leave allowance is 30 days. This allowance is based on a five-day week and is exclusive of the usual public holidays.

Employee Benefits

Examples of some of the current employee benefits include:

- Generous annual leave entitlement
- Blended Working Policy
- Family Friendly Policies
- Availability of an Optical Benefit Scheme
- Availability of a Cycle to Work Scheme
- Staff Wellbeing Programme
- A range of Learning and Developmental Opportunities
- Sick Leave Scheme
- Paid Maternity and Paternity Leave
- Option to become a member of the Institute's Social Club
- Automatically enrolled in a pension scheme
- Employee Assistance Programme

Outside Employment

The position is whole-time, and the holder is not permitted to engage in private practice, or be connected with any outside business, which would interfere with the performance of official duties.

The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment. Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

Superannuation Contribution

Membership of the Single Public Service Pension Scheme is compulsory for all employees except where there is membership of pre-existing public service superannuation scheme. Details will be provided to the appointee prior to appointment.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pensionable remuneration; pensions will be co-ordinated with the State Pension Contributory.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. Note: ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

Safety and Welfare

The holder of the post shall co-operate with the terms of the Institute's Safety Statement. They shall familiarise him/herself with the safety rules and procedures and adhere to same.

Training

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

Eligibility to Compete

Candidates must, by the date of any job offer, be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

Confidentiality

All enquiries, applications and all aspects of the proceedings relating to recruitment and selection are treated as strictly confidential and are not disclosed to anyone outside those directly involved in the recruitment process.

Freedom of Information

Candidates can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential subject to the provisions of the Freedom of Information Act, 2014.



How to Apply

Mazars, on behalf of the IPA, invites applications from suitably qualified candidates both nationally and internationally, and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

Mazars will be managing all aspects of this recruitment project on behalf of IPA. No enquiries or canvassing should be made directly to IPA.

Applications should be submitted online and must include:

1. A cover letter outlining why you wish to be considered for the role;
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date.
3. Completion of form attached to outline your achievements under each of the seven competencies at Assistant Secretary level.

Only applications fully submitted online will be accepted into the campaign.

To apply for this role, visit www.mazars.ie/executiverecruitment and search Ref. IPA0124

Closing date

Deadline for application:

Tuesday April 2nd 2024 at 12 noon.

Applications will not be accepted after the closing date/time.

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within two working days of submission, please contact the Mazars Executive Recruitment Team by email (execrecruit@mazars.ie) to ensure your application has been received.

Interviews

Interviews are expected to take place during April 2024. Shortlisted candidates will be invited to attend for interview in the offices of Mazars in Dublin 2.

Reasonable accommodations

The IPA places a strong emphasis on diversity, inclusion and equality at all levels of the organisation. Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to the execrecruit@mazars.ie or telephone to +353 (1) 4494400.

Selection process

The Selection Process may include the following:

- Shortlisting of candidates based on the information contained in their application;
- Competency based interviews;
- Any other tests or exercises that may be deemed appropriate including but not limited to Psychometric testing.

**Please note that the Institute reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.*

Shortlisting

The Institute reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the applications submitted or a shortlisting interview.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, the Institute considers that it would be reasonable not to admit all the persons to the competition, the Institute may admit to the competition only persons who appear likely to it to attain in the competition a standard sufficient for selection and recommendation for appointment.

The information you supply in your application will play a central part in the shortlisting process. The Institute's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Interview

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an on-line questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you are requested to bring photographic identification.

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Institute's opportunity to assess your suitability for the role as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Institute is satisfied that such person fulfils the requirements of the role or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview.

The Institute may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as the Institute considers appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by the Institute. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed qualifications and any other relevant matters. Only candidates who reach such a standard as the Institute considers satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for interview.

The Institute reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses.

Panels

A panel may be formed on the basis of the outcomes of the selection process. Placement on any panel from this competition is no guarantee that a position will be offered. The selection process will not be concluded until such time as references have been sought and clearance checks, i.e., occupational health, and verification of education qualifications, have been carried out.

Offer of Appointment

The Institute shall require persons to whom an appointment is offered to take up such appointment within a period of not more than three months. If the person fails to take up the appointment within such period, or such longer period as the Institute in its absolute discretion may determine, the Institute may not appoint them.

Deeming of candidature to be withdrawn

Candidates who do not complete and submit any assessments before the specified date or do not attend/undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to the regulations.

General Information

Citizenship

The IPA has a legal obligation to ensure that all employees are lawfully entitled to work in Ireland. Where applicable and to support an applicant's application, applicants must submit a valid work permit/visa confirming permission to work in Ireland. Failure to submit the required evidence will result in the application and/or contract of employment being rendered void.

Eligible applicants must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
3. A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
4. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
5. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

Note in respect of UK citizens: The recently concluded EU/UK Brexit negotiations have confirmed that the longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and, as such, to make an application to compete for this competition where they meet all other qualifying eligibility criteria. Further information regarding the Common Travel Area is available [here](#).

Reference checks

Please note that any offer of employment made to a successful candidate will be subject to satisfactory reference verification and satisfactory verification of academic and professional qualifications.

Security Clearances

Please note that Garda Clearance may be required for this position. Where required, if you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is your responsibility to seek security clearances in a timely fashion. The successful applicant cannot be appointed without this information being provided and being in order.

Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material would be made available to those with direct responsibility for the recruitment process within the IPA.

Please note information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

Legal compliance

Mazars and the IPA are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

GDPR compliance

Mazars collects, processes and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained and destroyed in compliance with the Data Protection Acts 1988 - 2018.

Appendix I – Competencies

Assistant Secretary Competencies - Effective Performance Indicators

Exemplifies Public Service Values

Effective Performance is:

- Serving the Government and people of Ireland
- Acting at all times with integrity
- Treating others with respect
- Being responsible for own actions
- Operating with professionalism and probity

Strategic Thinking

Effective Performance is:

- Creating a vision for the organisation & sector and anticipating the requirements to deliver it
- Analysing complex issues quickly and anticipating knock-on consequences
- Taking a system-wide approach and seeing connections, risks and the potential for innovation in the wider environment
- Leading on the implementation of risk assessment practices and engaging in balanced risk taking
- Showing courage in making difficult decisions

Managing Relationships: Leads People

Effective Performance is:

- Being a visible and energetic leader who fully engages others
- Building and supporting cross functional and interdepartmental teams
- Delegating responsibility and ensuring accountability in others
- Setting challenging goals and implementing effective performance management
- Coaching and supporting others to optimise their contribution and development

Managing Relationships: Collaborates and Communicates with Conviction

Effective Performance is:

- Playing a full and active part on the senior team in shaping and leading the Department
- Communicating professionally and credibly, managing the expectations of others
- Skillfully negotiating and influencing with conviction
- Anticipating political sensitivities and complexities and responding in an informed and constructive manner
- Building and maintaining effective working relationships with key stakeholders
- Facilitating collaboration, partnerships and networks internally and externally to achieve common goals

Delivery Focus:

High Performance and Delivering Results

Effective Performance is:

- Assuming accountability for own actions and decisions
- Ensuring the full range of management disciplines are used to deliver quality services at pace and within budget
- Challenging processes to improve organisational capacity, responsiveness and citizen focus
- Ensuring successful implementation through a range of delivery methods, including use of external parties
- Focusing effort on priority tasks to maximise results
- Ensuring a strong feedback loop between policy development and operations

Delivery Focus:

Drive and Resilience

Effective Performance is:

- Showing initiative and sustaining high levels of personal drive and energy
- Leading and managing multiple complex priorities effectively
- Speaking own mind with confidence and conviction
- Keeping perspective and utilizing personal support strategies to help maintain focus and bounce back from disappointments
- Staying positive and professional in the face of difficult situations

Specialist Expertise and Self-Development

Effective Performance is:

- Maintaining a sound knowledge of departmental, sectoral, political and international issues and their wider implications for the citizen and the State
- Continuously updating and demonstrating expertise in relevant areas
- Being self aware and seeking opportunities to act on areas for own development
- Seeking feedback and reviewing own practices and behaviours
- Being regarded as an expert in own area(s) of specialism



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