



Institute of Public Administration

**Recruitment of Director of Professional
Development**

June 2024

The Position

Title of position:	Director of Professional Development
Tenure:	Permanent basis, or on a contract or secondment basis with a view to permanency
Employing Authority:	Institute of Public Administration
Location:	57-61, Lansdowne Road, Ballsbridge, Dublin 4, Ireland, D04TC62
Organisation website:	www.ipa.ie

The Organisation

Founded in 1957, the Institute of Public Administration (IPA) is a leading provider of education, training, consultancy, publications and research services for the Public Service in Ireland. Its objective is to advance the understanding, standard and practice of public administration and public policy.

What we do

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, commissioned research and publishing. 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.

The IPA's new five-year strategy entitled "A New Era of Learning: Strategy 2022–2027", was launched in December 2022 by the then Minister for Public Expenditure and Reform, Mr. Michael McGrath, T.D. The strategy builds on the success and achievements of the Institute with the strong recognition of the need to ensure that the Institute will play a leading role in the transition to new and evolving education, training, development and skills needs of the Public Service. The strategy sets out the vision for 2027 for the IPA to be Ireland's recognised Centre of Excellence in building capacity and capability across the public service.

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

Professional Development Department

The Professional Development Department within the IPA provides a portfolio of open and custom-designed development programmes, advisory services, seminars, conferences and fora that are specifically designed to meet the needs of client organisations and individuals within the Public Service. The Department works in partnership with clients in the civil service, local government, health, education, commercial and non-commercial state bodies and agencies,

and public benefit sectors to build capacity and capabilities at organisational levels, strengthen individual generalist and specialist skills, and build a range of competencies, as well as in the provision of advisory and support services.

Programme specialists and subject matters experts combine experience and expertise in a specific discipline (e.g. Governance, Assurance, Risk, Audit, Finance, Local Government, Business Systems, Digital Transformation, Strategic HRM and People Development, Leadership, Management and Sustainability) with a deep understanding of the public, state and public benefit sector, and the challenges within client organisations. Experienced specialists, skilled in the design and delivery of interventions, track policy development and practice in specific sectors and organise opportunities for discussion, debate and reflection on topical issues. The design of programmes and services incorporates highly innovative, participative and work-based methodologies, including action learning, problem-based learning and case studies. The fora and networks led and convened by the Department such as the successful IPA Governance Forum provide unparalleled access to current thinking and practice across our key client sectors.

Forming a key foundation of the work at the Institute, this Department is central to ensuring that the IPA is strategically fit for purpose in delivering against the needs of the Public Service and continually driving change and transformation required.

Role Summary

The Director of Professional Development will lead the IPA's Professional Development Department in alignment with and supporting the overarching IPA strategic goals and direction.

This is an exciting role and the individual appointed will form part of the Executive Leadership Team and will report directly to the Director General of the IPA. The successful candidate will contribute to overall strategy through supporting the Director General in strategic transformation and organisational development measures.

The individual will lead the management and development of the IPA's professional development portfolio in addition to being a key contact point across the Public Service for the provision of advisory services. This will include the following areas: Governance, Assurance, Risk, Audit, Finance, Local Government, Business Systems, Digital Transformation, Strategic HRM and People Development, Leadership, Management, Climate Action and Sustainability.

Building on the strong foundation of the existing success of the team involved, this offers the right candidate the opportunity to develop this Department over the coming years, actively create and innovate to address learning needs whilst making a critical commercial contribution to the Institute to enable its further growth into the future. The successful candidate will have the energy, drive and ambition to achieve and excel in leading and building a high-performing team.

Key responsibilities

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

Strategic Development Responsibilities:

- Devise a business development strategy for the Department for non-accredited learning and development interventions in addition to professional advisory services that directly

address the complex and evolving needs of the Public Service and delivers financial sustainability for the IPA.

- Continually assess the business and strategic approach and make amendments wherever appropriate and in line with client needs particularly in new and emerging areas including climate action, sustainability, digital transformation and artificial intelligence
- Ensure that the Department is strongly and consistently regarded by the key stakeholder groups as the Centre of Excellence, and first point of call for learning, development and advisory needs specifically for the Public Service.
- Be proactive in understanding the continuous changes across various sectors in the Public Service for the services provided by the IPA to drive continuous improvement in the impact and delivery of professional learning and development, updating the services portfolio, and to seize new development opportunities.
- Lead the design, development and implementation of new courses and programmes that demonstrate best practice and cutting-edge thinking in key specialist areas.
- Provide advisory services as required to senior stakeholders and ongoing facilitation of key networks across the Public Service.

Commercial Development Responsibilities:

- Deliver and achieve financial and performance KPI's for the Department.
- Devise pricing policies and strategies based on feedback from the market, competitor pricing and the anticipated impact that price changes would have on the demand for programmes and brand positioning.
- Continually assess business performance and align services to achieve targets and budget requirements.
- Set consistent high standards of performance and lead by example.

Leadership Responsibilities

- Work closely with the Director General on the implementation of the overall IPA strategy and report to the IPA Board as required.
- Actively participate and contribute to the Executive Leadership Team and overall leadership, management and financial performance of the IPA.
- Be responsible for ensuring that the Professional Development Department and staff operate within the Corporate Governance framework of the IPA, in particular its obligations as a Body under the Aegis of DPENDR.
- Develop both functional and leadership capability of the department to meet current and future requirements and build the organisation for the future.
- Ensure that the Department is effective in implementing all IPA policies, procedures and protocols.

Operations Management Responsibilities

- Manage the Department effectively, focusing on the policies and activities required to support the smooth running and delivery of the services provided to both participants and clients.
- Work closely and cross collaboratively with the other Directors to ensure that a client-centric approach is adopted, and that each Department is operating in alignment and harmony to service client and participant needs effectively.

- Work closely with the Head of Communications on the development and implementation of the IPA's central marketing and communications strategy.
- Work closely with the Head of HR in ensuring that HR policies and procedures are being implemented at departmental level.

The Person

Essential Requirements

The successful candidate must be able to demonstrate evidence of:

- A minimum of 7-10 years' experience in leading teams effectively in a similar field.
- Third level bachelor's degree/masters in HR, business or a related field with subject matter expertise in one of the key relevant specialist areas within the IPA's Professional Development portfolio.
- Passionate about learning, development and advisory support with a proven track record in designing, developing and delivering interventions at executive level.
- Strong commercial acumen and a proven track record in business development, financial performance and in building and maintaining healthy, effective and mutually respectful business relationships.
- Ability to engage at a strategic level and demonstrate value as a peer to client and colleague leaders.
- Excellent interpersonal and communication skills, engaging and liaising with both internal and external stakeholders, representing the IPA mission and values and to work effectively as part of the leadership team and with all staff.
- Adaptable with the ability to manage and lead teams in a changing environment and still deliver the required results.
- Proven ability to manage a number of projects simultaneously and meet all deadlines in a timely manner.
- Strong IT literacy, proficiency in writing and presentation skills.

Desirable Requirements

The successful candidate may demonstrate evidence of:

- Previous experience within, or working with, the Public Service.
- Interest, awareness and fluency in the learning and development needs of the Public Service.
- Clear record of academic and professional excellence, and achievement at respected institutions or organisations.

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 Director of Professional Development may be filled on a permanent basis, or on a contract or secondment basis with a view to permanency.

Remuneration

The salary scale for this position ranges from €91,610 to €126,034 (9-point scale including two long service increments) 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. The holder of this post may be required to attend meetings and other functions on occasions outside the normal place of work.

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

Applications should be submitted to the following email address: recruit@ipa.ie and must include:

1. A cover letter outlining why you wish to be considered for the role and why you believe your skills and experience meet the requirements of the role and;
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date.

Only applications fully submitted will be accepted. Please use search Ref IPAPD2024 in your application.

Closing date

Deadline for application: 1pm (Irish local time) on Friday, 21 June 2024.

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, please contact hr@ipa.ie to ensure your application has been received.

Interviews

Candidates will be notified of interview details at the earliest convenience. Candidates should ensure that the contact details specified on their application form are correct.

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 following email address: recruit@ipa.ie.

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 one month, or longer as agreed. 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

The IPA is 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

The IPA 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

“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 www.publicjobs.ie.

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 Principal Officer Level. The key competencies that have been developed for roles at this grade level are as follows:



Principal Officer Level Competencies

Effective Performance Indicators

Leadership & Strategic Direction	Leads the team, setting high standards, tackling any performance problems & facilitating high performance
	Facilitates an open exchange of ideas and fosters an atmosphere of open communication
	Contributes to the shaping of Departmental / Government strategy and policy
	Develops capability and capacity across the team through effective delegation
	Develops a culture of learning & development, offering coaching and constructive / supportive feedback
	Leads on preparing for and implementing significant change and reform
	Anticipates and responds quickly to developments in the sector/ broader environment
	Actively collaborates with other Departments, Organisations and Agencies
Judgment & Decision Making	Identifies and focuses on core issues when dealing with complex information/ situations
	Assembles facts, manipulates verbal and numerical information and thinks through issues logically
	Sees the relationships between issues and quickly grasp the high level and socio-political implications
	Identifies coherent solutions to complex issues
	Takes action, making decisions in a timely manner and having the courage to see them through
	Makes sound and well informed decisions, understanding their impact and implications
	Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions
Management & Delivery of Results	Initiates and takes personal responsibility for delivering results/ services in own area
	Balances strategy and operational detail to meet business needs
	Manages multiple agendas and tasks and reallocates resources to manage changes in focus
	Makes optimum use of resources and implements performance measures to deliver on objectives
	Ensures the optimal use of ICT and new delivery models
	Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
	Instils the importance of efficiencies, value for money and meeting corporate governance requirements
Building Relationships & Communication	Ensures team are focused and act on Business plans priorities, even when faced with pressure
	Speaks and writes in a clear, articulate and impactful manner
	Actively listens, seeking to understand the perspective and position of others
	Manages and resolves conflicts / disagreements in a positive & constructive manner
	Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives.
	Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
	Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks
Specialist Knowledge, Expertise and Self Development	Makes opinions known when s/he feels it is right to do so
	Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation
	Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
Drive & Commitment to Public Service Values	Maintains a strong focus on self-development, seeking feedback and opportunities for growth
	Consistently strives to perform at a high level
	Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues
	Contributes positively to the corporate agenda
	Is personally trustworthy, honest and respectful, delivering on promises and commitments
	Ensures the citizen is at the heart of all services provided
	Is resilient, maintaining composure even in adverse or challenging situations
	Promotes a culture that fosters the highest standards of ethics and integrity