Candidate Information Booklet

**Senior Governance Specialist**

in the

**Institute of Public Administration**

Closing date: Monday 12th August 2024 @ 1pm

A fenced walkway leading to a brick building

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Contact: [ipa@consciatalent.com](mailto:ipa@consciatalent.com)

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**About the IPA**

**The Organisation**

Founded in 1957, the Institute of Public Administration (IPA) is a leading provider of education, professional development and advisory services for the public sector in Ireland. Its objective is to advance the understanding, standard and practice of public administration and public policy. The IPA is a recognised college of the National University of Ireland.

**What we do**

The Institute of Public Administration (IPA) is Ireland’s only public service development agency focused exclusively on public sector development. It delivers its service through:

* [Education](https://www.ipa.ie/courses.10.html) and [Professional](https://www.ipa.ie/courses/training-development.455.html) Development: building people’s capability to meet current and future challenges.
* Advisory and  [Consultancy](https://www.ipa.ie/consultancy.7.html): solving problems and helping plan and shape the future.

We are proud of our distinct mission and role in the provision of Education, Professional Development, Consultancy and other services for the wider public sector both in Ireland and abroad.

Our blend of experience, skills and knowledge of the public sector allows us to offer a wide range of bespoke services which meet our clients' needs precisely and effectively and whilst our services are delivered mainly to clients in the Irish public service, we have a strong reputation and demand for our services internationally also.

Find out more about the IPA at: [www.ipa.ie](http://www.ipa.ie).

**About the Role: Senior Governance Specialist**

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| **Your goal** | **Design, develop, and deliver training and consultancy services for clients in all aspects of governance, risk, compliance, and strategy.** |
| **Your clients** | **Senior management and Board members in organisations including Civil Service Departments, Local Authorities, Higher Education Institutions, State Bodies, Non-Profit Organisations.** |
| **Your network** | **Co-lead with colleagues in delivering the IPA’s Governance Forum, an annual programme of events, in-person and online, to** promote good governance for public bodies. |
| **Your team** | **Work closely with other specialists in Governance, Finance, HRM and Leadership as part of the IPA’s team of Professional Development experts.** |

**Why consider a role in the IPA**

If you are looking for a career where you can make a real difference and impact, with the potential for enormous personal satisfaction, then we urge you to consider a role with the Institute of Public Administration. Working in a specialist post, you will enjoy significant responsibility and variety in your role; you will get satisfaction from your client’s improvements, developments and successes; and you will play an important part in improving and promoting good governance, and in developing better public services. If this appeals to you, then we would love to hear from you.

We make a difference, and we are proud of what we do. The Institute is involved in every part of the public service and our role is exciting and varied. If you’re ready to join us, to be challenged, and to grow professionally, then consider a role with the IPA.

**What we offer**

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| Competitive salary  (IPA Grade 2) | Starting salary €78,516 per annum.  Rising to €112,659 (12-point salary scale).  Annual increase subject to satisfactory performance.  Additional pay increases in line with national pay agreements (1% October 2024).  Prior public sector experience will be taken into consideration in determining starting salary. |
| Holidays and Leave | 30 days annual leave.  Hybrid working – up to 2 days working from home subject to operational demands. |
| Central location | Based in Lansdowne Road, Dublin 4 beside dart station.  Premises subject to relocation to central city-centre office in 2025 (estimate). |
| Pension | Career-Average Defined Benefit Pension Scheme. Retirement benefits are mainly based on a percentage of your pensionable earnings throughout your public service career (Single Pension Scheme for Public Servants).  Prior public sector employees (pre-2013) will be entered on to the IPA superannuation scheme. |
| Staff Development | Support for professional development programmes, with full fee remission for IPA academic and training programmes. |
| Benefits | Permanent contract. Employee supports including Employee Assistance Programme, Tax-free travel pass, Bike-to-work scheme. |

**Job Description**

**Senior Governance Specialist**

**Reports to:** Professional Development Director

**Overview** The Senior Governance Specialist will play a critical role in the development, management and delivery of Institute’s professional development services in public sector governance, including board and committee evaluations, governance reviews, risk framework reviews and training in, *inter alia,* good governance practices, risk management, strategy, and internal controls and assurances. Through their leadership, the appointee will be jointly responsible (alongside their Senior Governance Specialist colleague) for ensuring that the existing and future portfolio of professional development services contributes to enhancing the capabilities and expertise of personnel in public bodies and public benefit entities.

Reporting to the Director of Professional Development, the Senior Governance Specialist will be responsible for collaborating with Governance team colleagues and associate resources to deliver professional development courses, advisory and related services including conferences, seminars, fora and networks on behalf of the Institute’s clients.

The Senior Governance Specialist will collaborate with other Specialists across the Professional Development Department, the Senior Public Service Department and OneLearning to ensure a holistic, coherent, relevant and evolving portfolio of services are available to our clients.

**Key duties and responsibilities:**

**Strategic Planning and Implementation**

* In conjunction with the Director of Professional Development, design the strategic plan and associated budget for the governance service stream, to set the direction for the business over a multi-year horizon.
* Monitor progress against plan, taking remedial action as required and identifying opportunities to increase revenue through development of new programmes and services, and expansion of existing programmes and services.
* Initiate and develop services to respond to the challenges and opportunities facing finance and assurance personnel in public bodies and public benefit entities.
* Stakeholder Engagement: Engage with clients and partners to identify needs and learning and development and advisory solutions. Develop solutions that will meet client needs, promote the IPA brand, and deliver long-term value for the IPA.
* Work collaboratively with other Professional Development and IPA colleagues across the Institute on the design and delivery of programmes and services.

**Business Development**

* Client Relationship Management and Business Development: Build and manage client relationships across the public sector, along with relationships with key stakeholders.
* Develop responses to client requests, both from direct requests and in collaboration with the Marketing and Promotion Manager.
* Develop and maintain relevant contacts in Ireland and abroad.
* Professional Development Best Practices: Regularly research and integrate best practices into the portfolio of services. Stay updated with changes in policies, regulations, and technology affecting the public service and contribute to the Institute’s thought leadership. Keep abreast of emerging trends and proactively engage with the sector to build strong relationships with clients.
* Thought Leadership: Contribute to the ongoing development of the Institute’s reputation for thought leadership in professional development and relevant service domains through publications, insight pieces, speaking engagements and other events.

**Training and delivery**

* Curriculum Development: Lead the design and develop professional development solutions that reflect the current trends and requirements in public sector governance.
* Convene and deliver training and development programmes, seminars, conferences, fora (including both face-to-face and on-line delivery) and events, taking responsibility for the content and delivery of programmes.
* Co-manage the conference and event portfolio for the business stream with regular reviews to identify new opportunities to support the IPA’s brand and strengthen relationships for further business in this area.
* Manage the quality review process and plan, reviewing evaluation and feedback gathered from programmes. Co-ordinate the team to collect and analyse feedback from participants to continuously improve training quality. Manage the process of implementation of assessment tools to evaluate the effectiveness of training programs.

**Management**

* Roles at this level may include responsibility, with other senior colleagues for the line management of professional and administrative staff within the Team including recruitment (in conjunction with the Director), training, motivating, and performance review for all staff. Overseeing all staffing matters including leave arrangements, cover for day-to-day and additional events, facilitating a positive team environment for staff. Ensure all staff in the Team adhere to IPA policy and procedures.
* Management of Associate Trainers including the engagement process, overseeing content and delivery of material by Associate Lecturers, performance evaluation and contract management.
* Financial Management: Assist the Director of Professional Development with the financial management of the business stream as required, specifically in relation to the preparation and review of annual plans and budgets. Monitor income spend against plan and highlight any areas of risk, providing recommendations to address these.
* Reporting and Documentation: Ensure that accurate records of training sessions and advisory services, and program evaluations are maintained. Prepare reports for the Director and Executive Leadership Team on progress against plan, operational activities, issues and resolutions, new developments.

**General**

* Continuous Professional Development: Actively participate in professional development opportunities to enhance personal training skills and sector-specific knowledge. Develop and maintain a record of expertise in governance and practice.
* Participate as part of the extended senior management team in Institute-wide matters.
* Input as required into the IPA Governance Forum, including the Pensions Forum.
* Other Duties: Undertake such other duties as may be assigned from time to time by the Director General or Director of Professional Development.

**About the ideal candidate**

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| Qualifications | * Master’s level postgraduate degree (or equivalent) in Governance, Public Policy or Public Administration, Law, Business, Arts/Humanities or a related field (essential). * Additional professional qualifications in governance, training and development (desirable). |
| Knowledge | * Evidenced technical knowledge in more than one of the following areas:   + Corporate Governance   + Strategic Planning and Performance Review   + Audit and assurance arrangements   + Risk management   + Evaluations   + Sustainability * Familiarity with the latest trends in professional development and governance within the public sector in general. * Proficient in virtual delivery technologies such as Zoom and MS Teams. * Familiarity with e-learning platforms and tools such as Moodle, Sli.do or other Learning Management Systems as well as MS Office and Adobe. * An understanding of the role and objectives of the Institute. * Strong knowledge of the Irish public service. |
| Experience | Minimum five years’ experience at the appropriate level and in a governance role and/or partially in a training, L&D or education role (essential), preferably within the public sector.Experience in developing key stakeholder relationships and building business opportunities.Experience in carrying out consultancy style reviews and drafting of related reports.Evidence of managing of projects in a complex multi-stakeholder environment.Evidenced experience of presenting to groups and/or public speaking. |
| Skills | * Strong management and leadership skills, problem solving, commercial acumen and project management skills at an appropriate level in an Irish commercial or public sector organisation. * Strong track record of service portfolio development and management in a learning and development environment. * Excellent presentation and communication skills, with well-developed skills in collaborative working and report/proposal writing. * Well-honed interpersonal skills with experience of working with multi-disciplinary teams across diverse stakeholder groups. * Ability to design professional development solutions to address complex client requirements. * Ability to manage a diverse workload and competing demands. * Excellent training and facilitation skills including presentation and communication skills. * Strong research, analytical and writing skills; ability to analyse data and participant feedback to improve training effectiveness. * Ability to facilitate effectively, to engage with large and small audiences, and to manage group dynamics. |
| Personal attributes | * High level of integrity and professionalism. * Passionate about public service and capability development. * Approachable, with the ability to build rapport with a diverse range of participants and clients. * Committed to lifelong learning and professional growth. * Adaptable to diverse groups and learning environments. * Willingness to travel within Ireland for training and service delivery. * Fluent in English, with proficiency in Irish being an advantage. |
| Health | * Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. |

**General Conditions**

This position will be filled on a permanent, contract or secondment basis. While the position is Dublin based a considerable amount of our work is delivered in client organisations throughout Ireland and abroad on occasions. Members of the staff of the Institute may be required to attend meetings and other functions on occasions outside normal working hours.

**Our Values**

Character: Each candidate must demonstrate commitment to the IPA values:

* Integrity;
* Client-Centred and Responsive;
* Openness and Accountability;
* Trust and Respect;
* Innovation and Learning;
* Research-Led;
* Practice-Led.

**Our commitment to supporting our Staff**

The Institute is committed to embracing opportunities for blended working, to build a dynamic, agile and responsive organisation while sustaining strong standards of performance and high levels of productivity.

A healthy work-life balance is important to us and we recognise this by offering a comprehensive range of work-life balance options and a wide variety of special leave options.

We provide access to the Cycle to Work Scheme and the Tax Saver Scheme and we have a staff wellbeing and employee assistance programme.

We are committed to providing ongoing learning and development opportunities so that you can develop to your full potential. Staff are actively encouraged to pursue further education opportunities.

**Our commitment to Diversity and Inclusion**

As an equal opportunity employer, we are committed to implementing equal opportunities in all our employment policies and procedures.

The Institute of Public Administration values and welcomes diversity and is committed to creating a truly inclusive workplace. We aim to develop colleagues to enable them to make a full contribution to meeting the Institute’s objectives, and to fulfil their own potential on merit.

We welcome and encourage job applications from candidates of all backgrounds.

**Principal Conditions of Service**

**Remuneration**

The salary scale for this position ranges from €78,516 to €112,659 (12 point scale including 2 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.

**Tenure**

This role is offered on a permanent basis. A secondment arrangement may be considered on request from another Public Sector organisation.

**Location**

While the position is Dublin based, a considerable proportion of our work is delivered in client organisations throughout Ireland, and abroad on occasions. Members of the staff of the Institute may be required to attend meetings and other functions on occasions outside normal working hours.

**Hours of Attendance**

Hours of attendance will be as fixed from time to time but will not amount to less than 35 hours per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of their 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.

**At present, the institute is operating a hybrid working model with at least 3 days per week based on campus. This is subject to review in line with operational needs.**

**Annual Leave**

The Annual Leave allowance for this position is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the Institute, is based on a five-day week and is exclusive of the usual public holidays.

**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.

**Safety & Welfare**

The holder of the post shall co-operate with the terms of the Institute’s Safety Statement. They shall familiarise themselves 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.

**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.

**Important Notice**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

**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.

**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.

**Application & Selection**

**Before you proceed**

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the education & experience criteria for the post as set out in this booklet.

**Communications**

Conscia will contact you when necessary at each stage of the competition by email. You should only submit one email address for all correspondence in relation to this competition.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform Conscia of any change in email address throughout the recruitment and selection campaign. This can be done by emailing ipa@consciatalent.com. The onus is also on each applicant to ensure that they are in receipt of all communication from Conscia. Conscia does not accept responsibility for communications not accessed or received by an applicant.

**How to apply**

Please provide a tailored CV (max 3 pages) and Cover Letter (max 2 pages) providing specific examples of how you meet the Essential Criteria for this role as listed in the Candidate Booklet emailed directly to mail to [ipa@consciatalent.com](mailto:ipa@consciatalent.com) no later than Monday 12th August by 1pm (Irish time).

When outlining your application, accuracy is essential. The information you supply in your application will play a central part of the selection process. If you do not receive an acknowledgement of receipt of your application please check your junk/spam folders as email notifications may be filtered here.

**Selection Process**

The Selection Process may include the following:

* Short-listing of candidates on the basis of the information contained in their application;
* Competitive interview;
* Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

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 as agreed. If they fail 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.

**Probationary Period**

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.

**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.

**Candidates should note that canvassing will disqualify.**

**The Institute will not be responsible for refunding any expenses incurred by candidates.**

**The Institute is committed to a policy of equal opportunity.**