



Institute of Public Administration

Recruitment of:

Lecturer / Programme Director, Leadership and Management (Maternity Leave cover)

Candidate Information Booklet

October 2026

Closing date for applications: Wednesday, 28th October 2026 at 1pm

About the IPA

The Organisation

Our Purpose

The Institute of Public Administration exists to support a capable, confident and effective Public Service in Ireland. Our purpose is to strengthen the capability and leadership required to meet complex demands, make sound decisions and contribute to better public services for the people of Ireland. We do this through learning and leadership development that is evidence-based, practice-led and focused on application at a whole-of-government level.

As a trusted, government-supported institution, we provide an open and inclusive space for learning, reflection and exchange across the Public Service. We bring people together across organisational and sectoral boundaries to strengthen shared understanding, professional standards and continuous improvement.

We support a Public Service that can adapt to change, work collaboratively across the system and translate policy intent into effective delivery and public value. This purpose is at the heart of the IPA's strategy and our ambition to strengthen our role as Ireland's centre of excellence for public service learning, leadership, research and capability development. It requires us to continually evolve what we do and how we do it: responding to emerging capability needs, connecting evidence with practice, embracing innovation in learning and development and working across organisational boundaries to support impact at a system level.

The IPA is one of two recognised colleges of the National University of Ireland (NUI) alongside the Royal College of Surgeons (RCSI), awarding NUI degrees in compliance with relevant agreements and national statutes. Notably, and of significance, it is the only Institute of Public Administration in Europe with this awarding authority.

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

Our Role in Supporting the Public Service

We play a fundamental role within Ireland's Public Service as a trusted, independent learning partner in capability and leadership development grounded in specialist knowledge and expertise. Our role is founded on long-standing academic credibility, professional expertise and a deep understanding of how public services are designed, governed and delivered in Ireland. This reflects our leadership in shaping future public-service capability development.

Our strategy builds on these distinctive strengths. It positions the IPA not simply as a provider of learning, but as a strategic partner in building public service capability: identifying and responding to emerging capability needs, connecting research, evidence and practice, developing innovative and scalable approaches to learning and creating opportunities for shared learning across the public system.

We engage with public servants at all stages of their careers, from early career professionals to senior leaders, across a wide range of functions and policy domains. We help build shared standards, common understanding and consistent approaches to public service challenges, while recognising the diversity of organisational contexts and responsibilities.

We bring learning into the realities of public service work. Our role is to shape learning that is credible and grounded in practice, from accredited learning to professional expertise and skills development.

Independence is central to our role. We provide a space for learning and dialogue across the Public Service, enabling open discussion and informed challenge. We do this by connecting evidence, policy intent and delivery experience in ways that strengthen collective capability.

We work closely with public service sponsors and partners who invest in learning and development. These relationships are based on trust, professionalism and a shared commitment to public value, supporting capability development that is sustained, applied and relevant to real delivery challenges.

The Whitaker School of Government and Management

The Whitaker School of Government and Management is the academic centre of the Institute of Public Administration (IPA), with a distinctive mission to strengthen the capability of Ireland's public service through education, research and practitioner scholarship. As a Recognised College of the National University of Ireland (NUI), the IPA delivers accredited programmes across the National Framework of Qualifications, from professional and undergraduate education through to master's and doctoral study.

Named in honour of Dr T.K. Whitaker, the School combines a long tradition of public service education with a forward-looking focus on the increasingly complex environment in which public institutions operate. Its teaching and research engage directly with contemporary challenges in governance, leadership, public policy and management, including digital and AI transformation, evidence-informed decision making, institutional capability and the growing need for cross-government approaches to complex public problems.

Working closely with public service organisations, the School seeks to connect academic rigour with the realities of public administration, developing programmes and research that are academically rigorous, applied and relevant to the evolving needs of public administration.

To support its continued success the IPA is seeking to appoint a Lecturer /Programme Director on a Specific Purpose Contract.

Why join the Whitaker School?

A role in the Whitaker School offers an opportunity to combine academic work with direct engagement in the development of Ireland's public service. Our faculty work with public servants and public service organisations across a wide range of sectors, bringing academic insight into dialogue with contemporary policy, governance and management challenges.

For a Lecturer/Programme Director, this creates a varied academic role encompassing teaching, programme development and direction, research and practitioner scholarship, and engagement with public service organisations. The School particularly values colleagues who are curious about public administration, committed to high-quality teaching and interested in developing their academic and professional expertise as part of a collegial and multidisciplinary faculty.

This appointment provides an opportunity to contribute to the continued development of the Whitaker School at a time when the capabilities required of public institutions, and ways in which those capabilities are developed, are changing significantly.

The School welcomes applications from early career stage academics who are looking to deepen their teaching and research experience.

What we offer

Competitive salary (IPA Grade 3)	Starting salary €69,375 per annum rising to €106,749 (14-point salary scale, the top 2 points are long service increments). Annual increase subject to satisfactory performance. Additional pay increases in line with national pay agreements Prior public sector experience will be taken into consideration in determining starting salary.
Holidays and Leave	29 days annual leave. Hybrid working – up to 2 days working from home subject to operational demands. The Institute currently has a flexible working hours attendance scheme in operation.
Central location	Based in Lansdowne Road, Dublin 4 beside dart station. Premises subject to relocation to central city-centre office in 2027/2028 (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, including 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. Social Committee. Social clubs and staff events (i.e. Book Club, Drawing Circle, Tag Rugby)

Job Description

Job Title: Lecturer / Programme Director, Leadership and Management

Grade: IPA Grade 3

Reports to: Dean of Whitaker School of Government and Management

Duration: Specific Purpose Contract (envisaged up to December 2027)

Role Summary

The Whitaker School is seeking to appoint a Lecturer/Programme Director to contribute to its teaching, programme development and academic activities in the broad areas of leadership and management. The successful candidate will combine teaching with responsibility for the effective academic direction and coordination of designated programmes and will contribute to the ongoing development of the School's academic portfolio.

The role provides an opportunity to work across teaching and learning, programme development, academic quality, research and practitioner scholarship, and engagement with public service organisations. The successful candidate will be expected to bring contemporary thinking and evidence into their teaching, contribute positively to the intellectual life of the School, and support the development of programmes that respond to evolving public service needs.

Working as part of a multidisciplinary academic team, the Lecturer/Programme Director will have opportunities to develop their own areas of expertise and scholarship while contributing to the wider mission and development of the Whitaker School and the IPA.

The School would welcome applications from individuals who have recently completed their doctoral studies or who are at the final stages of their doctoral programmes.

Principal duties

Teaching

- To lecture in leadership and management subjects such as leadership, management development, change management, innovation, design thinking and project management. Lecturing will take place in-person and on-line, on the Institute's daytime, evening and weekend undergraduate, postgraduate and international programmes.
- To design courses and programmes in subjects such as leadership, management development, change management, innovation, design thinking and project management.
- To develop new and existing course material, including IPA bespoke course texts and learning materials, and using new learning technology and delivery mechanisms as required.
- To set and correct examinations and assignments, actively engage with external examiners and assist with the administration of examinations.

- To supervise and correct postgraduate assignments and dissertations up to and including, level 10 professional doctorate.
- To provide feedback on submitted project work both orally and in writing when required.
- To interact with colleagues, both internal and external, in relation to assessment moderation.
- To address student feedback and queries that may arise.
- To undertake the teaching duties of the role in accordance with the requirements of the IPA's Quality Assurance arrangements.
- To liaise with library regarding reading material and booklists etc.

Programme Development

- To assist in the development of existing programmes and new programmes, including drafting submission documents, liaising with the validating bodies, promoting, implementing and reviewing programmes.

Research

- To develop and maintain expertise in relevant subject areas.
- To develop research links with other colleagues and institutions
- To carry out scholarly and/or public service research relevant to IPA's activities including regular publications and presentations.

Programme Direction and other Administrative Duties

- To co-ordinate the teaching and assessment duties of relevant contributing and associate lecturers; to liaise with fellow lecturers, editorial manager and Dean/Registrar's Office on programme governance and administration.
- To co-ordinate, with lecturing colleagues, the scheduling, content and communication for classes, seminars and associated virtual learning platforms.
- To contribute to the development and implementation of Quality Assurance processes and mechanisms, both at programme and School level, including programmatic reviews, evaluation and student and stakeholder engagement.
- To participate in faculty meetings; lead faculty working groups conducting educational research and other projects; and contribute to conferrings, other internal and external meetings and the annual cycle of programme promotion and marketing.
- To undertake such other duties as may be assigned from time to time.

About the ideal candidate

Qualifications	Essential Qualifications • A postgraduate qualification at Master's level or higher in management, leadership, public administration, business or a closely related field Desirable Qualifications • A PhD or comparable Level 10 qualification in a relevant field
Knowledge	• Proficiency in commonly used digital presentation, communication and learning tools, including Microsoft Office/365 or equivalent
Experience	Essential Experience • Relevant lecturing experience in leadership, management or a related subject area within higher education Desirable Experience • Demonstrable experience of designing or developing learning content, programmes or assessment materials • Demonstrable experience of coordinating or administering an academic, professional development or learning programme • Experience of teaching at both undergraduate and postgraduate level • Experience of lecturing, researching or delivering learning within a public service or wider public sector environment • Experience of supervising dissertations or research projects at Master's level or above • Demonstrated track record of research, publication, conference presentation or other relevant scholarly activity
Skills	• Strong organisational and administrative skills, with the ability to manage competing priorities and deadlines • Strong analytical and written communication skills • Effective communication and interpersonal skills
Personal attributes	• Ability to work collaboratively as part of a team and contribute positively to a collegial academic environment • Commitment to ongoing professional development and contributing to the wider development of the Institute
Health	• Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and effective service

Our Values

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

- Curiosity,
- Empowerment
- Connection
- Commitment to Excellence
- Community.

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 €69,375 to €106,749 (14-point scale, the top 2 points are 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 specific purpose basis envisaged up to December 2027. 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. Institute employees 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.

Annual Leave

The Annual Leave allowance for this position is 29 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 Talent 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 the Institute / Conscia Talent. The Institute / Conscia Talent does not accept responsibility for communications not accessed or received by an applicant.

How to Apply

Conscia Talent is managing all aspects of the recruitment process on behalf of the Institute of Public Administration.

Full details of the role are available at <https://www.consciatalent.com/ipa>. From this page, please select the relevant job title to download the Candidate Booklet and review the full job specification. You can then submit your application by clicking “**Apply for Job**”.

Applications must include:

- an up-to-date CV; and
- a cover letter clearly demonstrating how your qualifications, knowledge and experience meet the **essential criteria** set out on page 7 of the Candidate Booklet, and, where applicable, any **desirable criteria** you also meet.

Your cover letter should provide clear and specific evidence against the relevant criteria, rather than simply stating that you meet them. This information will be used as part of the shortlisting process.

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

Interviews are envisaged to take place in November. 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. Candidates who are deemed appointable for the role may be approached should subsequent vacancies arise within 12 months of the interview date. 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.