



Institute of Public Administration

# **Recruitment of Programme Manager** Digital Transformation Programme (LXP)

**April 2026**

**Closing date for applications: 13:00 (Irish Time) on Monday, 25 May 2026**

**forv/s**  
**mazars**

**IPA**  
An Foras Riaracháin  
Institute of Public  
Administration

## The Position

<b>Title of position:</b>	Programme Manager – Digital Transformation Programme (LXP)
<b>Tenure:</b>	Two-year fixed term basis. A secondment arrangement will be considered on request.
<b>Employing Authority:</b>	Institute of Public Administration (IPA)
<b>Location:</b>	57-61, Lansdowne Road, Ballsbridge, Dublin 4, Ireland, D04TC62
<b>Organisation website:</b>	<a href="http://www.ipa.ie">www.ipa.ie</a>

## 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.

### 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.

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.

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

## **Building a Shared Digital Learning Ecosystem**

Ireland's Public Service is operating in a period of sustained transformation. Rising expectations, accelerating digital change and complex policy challenges are reshaping how public services are designed, led and delivered. These changes demand augmented skills and enhanced capabilities.

Central to the IPA's strategy for 2026-2030 period is the development of a shared learning ecosystem for the Public Service. This digital learning ecosystem will enable high-quality learning to operate confidently at a whole-of-government level, bringing together learning pathways, data and digital capability to provide a consistent, learner-centred experience across the Public Service.

As reform priorities and system complexities evolve, digital learning delivery will keep pace, recognising the dynamic nature and strategic importance of building capability. This digital transformation programme is central to IPA's role as a Centre of Excellence, underpinning its corporate strategy and the Better Public Services 2030 agenda.

## **Role Summary**

The Programme Manager will play a pivotal role in delivering this complex, high-profile programme over a two-year period with the potential to extend subject to performance and business requirements.

The role will be responsible for delivering the overall programme working closely with the managers of each of the ten workstreams to ensure alignment and achievement of the key objectives. Equally, this will involve working closely with the IPA's executive leadership team in addition to key partners.

This role requires strong project management experience of a complex IT/digital project, the ability to manage multiple workstreams at organisational and sectoral level in addition to a strong level of relevant technical proficiency.

This is an ideal opportunity if you are seeking a new opportunity and wish to gain experience in working on a cross-government programme. Qualified public servants meeting the role requirements and who are interested in secondment opportunities will be ideally suited to this role.

## Job Description

**Grade:** Grade 1  
**Reports to:** Director General (or nominee)  
**Job Title:** Programme Manager  
**Programme:** Digital Transformation Programme (LXP)

## Job Function

This role is critical to the IPA's Digital Transformation Programme – Learning Experience Platform (LXP) encompassing the delivery of a digital learning ecosystem for the Public Service building on the current learning management system already in place with a current learner base of 50,000 civil servants.

The role will be central to the effective delivery of the new Learning Experience Platform enabling further expansion of this learner base across the Public Service. The outcome will serve to embed a whole-of-government shared digital learning ecosystem that connects learning pathways, enables high-quality learning to operate effectively at scale and facilitate development across careers, roles and reform priorities.

The role will report to the Director General and will also be required to report to the Programme Board which has been established by the IPA (chaired by the Director General) as an oversight and advisory group representative of key stakeholders across the Public Service. Managing and aligning the workstreams alongside vendor management is a critical part of this role throughout the programme life cycle.

## Duties and Responsibilities

The key duties and responsibilities of the role with regards to managing the programme to implement the new learning experience platform are as follows:

### *Programme Management and Governance Responsibilities:*

*These responsibilities are set out within the context of the governance structure and programme plan that the IPA has put in place.*

- Report to the Director General and Programme Board throughout the programme lifecycle in addition to the Peer Review Group as required.
- Manage relevant teams to organise and accelerate delivery, ensuring all teams are delivering in a coordinated manner.
- Manage the end-to-end vendor relationship, from contracting and onboarding through delivery governance, performance/SLAs, issue escalation, and transition to BAU.
- Develop and maintain a comprehensive programme plan covering all workstream components of the programme working closely with each workstream owner.
- Document, track and record each step and programme phase with a clear focus on outcomes, lessons learned and future development opportunities.
- Define the measurement framework and reporting cadence (dashboards for programme and workstream teams).

- Maintain a RAID log; run regular risk reviews; escalate material risks/issues to the Programme Board with options and recommendations.
- Ensure clear decision-making mechanisms, escalation paths, and documented approvals for scope, budget, and change requests.
- Manage programme budget planning and financial controls (forecasting, tracking, variance management) and maintain a benefits realisation plan with agreed KPIs.
- Communicate with confidence and be the source of truth for status. Articulate thoughts in clear and concise communications. Provide right information and associated data about the state of the project to the right audience at the right time.
- Devise and maintain audit-ready programme documentation (decisions, controls, evidence of compliance activities, testing evidence, data protection documentation).
- Ensure policy-aligned documentation for AI usage (model/provider selection, human oversight, logging, and evaluation approach).
- Manage programme-level dependencies for content readiness, assessment readiness, and operational readiness.
- Manage and address requirements of the IPA's Executive Leadership Team, IPA Board and the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation (DPER) as required.

### ***Systems/Technical Responsibilities:***

*These responsibilities set out the specific areas that the Programme Manager will manage. They complement the overall programme plan in relation to systems/technical responsibilities across the IPA team involved.*

- Map end-to-end learner journeys (from application through learning, assessment, award and progression), aligning the programme processes to support this lifecycle to ensure consistency between accredited and non-accredited learning interventions.
- Ensure the LXP supports learning analytics needs (basic metrics and deeper insights where appropriate and that reporting is consistent across accredited and non-accredited pathways).
- Manage data requirements, data governance (data ownership, retention, consent, reporting definitions) and data migration in close liaison with IPA Head of ICT.
- Ensure compliance with IPA, Public Sector and European guidelines and regulations as required e.g. GDPR; NIS2; Accessibility; Guidelines for the Responsible Use of AI in the Public Service.

### **What We Offer**

- Starting salary €96,274\* per annum. Rising to €132,450\* (9-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 (1% June 2026). Prior public sector experience will be taken into consideration in determining starting salary.
- 30 days annual leave.

- Hybrid working – up to 2 days working from home subject to operational demands.
- Based in Lansdowne Road, Dublin 4 beside Dart station.
- 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.
- Support for professional development programmes, to assist in developing skills and expertise.
- Employee supports including Employee Assistance Programme, Tax-free travel pass, Bike-to-work scheme.
- We make a difference, and we are proud of what we do. This role is exciting, challenging and varied. If you get satisfaction from your client's successes and you want to be part of a strategy for developing better public services, then you should consider furthering your career within the IPA.

## Person Specification

About the ideal candidate

### Qualifications

- Bachelor's degree in ICT, Project Management, Business or a related discipline (essential).
- Postgraduate degree (or equivalent) in Digital Transformation, ICT Management or a related field (desirable).

### Experience

- A minimum of five years' experience delivering complex ICT or digital transformation projects (essential).
- Direct experience within the Public Service desirable.
- Experience in structured data design and governance data flows across systems (e.g. LMS, LXP, CRM), using data to inform process design and decision-making, reporting and analytics to support organisational insight (essential).
- Experience of managing third party multi-vendor programme delivery (essential).
- Experience managing cross-functional teams, governance boards, and multi-vendor environments.
- Proven record of governance reporting, risk management, and stakeholder communication (essential).

### Knowledge

- Demonstrable knowledge of PRINCE2, PM<sup>2</sup>, Agile, or PMI methodologies (essential).
- Formal certification: PRINCE2 Practitioner, PMP, AgilePM, or IPMA. (desirable)
- Familiarity with ICT Service Management methodologies e.g. ITIL.

- Familiarity with Microsoft Project, Planner, Power BI, or similar tools.
- Understanding of enterprise systems integration, data management, and Microsoft 365/Azure environments.
- An understanding of Responsible AI and data-ethics principles.
- Exposure to EU or national digital transformation frameworks (e.g., Better Public Services 2030).

### Skills

- Proven track record in project management.
- Excellent written and verbal communication skills, including drafting reports for executive and board audiences.
- Ability to work as a team player.
- Clear, professional communication with internal and external stakeholders at all levels.
- Demonstrated ability to manage teams.
- Sound financial management, reporting, and analytical capability.
- Skilled in staff engagement, training coordination, and adoption planning.
- Proven track record of delivering projects on time and within budget.
- Ability to manage a diverse workload and competing demands.

### Personal Attributes

- High level of integrity and professionalism.
- Passionate about public service and capability development.
- Upholds the values and obligations of the Equality Acts and Public Sector Duty on Human Rights.
- Adaptable to diverse groups and learning environments

## Our Commitment to Diversity and Inclusion

As an equal opportunity employer, the IPA are committed to implementing equal opportunities in all 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 €96,274 to €132,450 (9 point scale, the top 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 on a two-year fixed term basis. A secondment arrangement will be considered on request.

### **Location**

The position is Dublin-based at the IPA headquarters which is currently located in Ballsbridge, Dublin 4. 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 (pro-rata for part-time employees). 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 30 days (pro-rata for part-time employees). 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.

## 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.

## Application and Selection

### Before you proceed

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

### How to apply

Forvis Mazars have been retained by the IPA to assist with the appointment of the Programme Manager – Digital Transformation Programme (LXP) role. Forvis Mazars, on behalf of the IPA, invites applications from suitably qualified candidates and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

Forvis 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 **a completed application form**.

Please note that CVs are not to be submitted as part of the application process. Only applications fully submitted online via the Forvis Mazars application portal will be accepted into the campaign.

Please be advised that the use of Artificial Intelligence (AI) tools is not permitted in the development of your application for this position.

To apply for this role, visit [www.forvismazars.com/ie/en/executiverecruitment](http://www.forvismazars.com/ie/en/executiverecruitment) and search Ref. IPA0226.

### Closing date

**Deadline for application: 13:00 (Irish Time) on Monday, 25 May 2026.**

**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 24 hours of submission, please contact the Forvis Mazars Executive Recruitment Team by email at [execrecruit@mazars.ie](mailto:execrecruit@mazars.ie) to ensure your application has been received.

You are advised to check your email on a regular basis as email notifications of updates/ tests/ Interviews etc. issued to your address may sometimes be filtered into your Junk/ Spam email folders. You are also advised to check all these folders regularly.

Only applications fully submitted online via the Forvis Mazars application portal will be accepted into the campaign. The onus is on each applicant to ensure that they are in receipt of all communication from Forvis Mazars. Forvis Mazars accept no responsibility for communication not accessed or received by an applicant.

## Communications

Forvis Mazars 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 Forvis Mazars of any change in email address throughout the recruitment and selection campaign. This can be done by emailing Forvis Mazars at [execrecruit@mazars.ie](mailto:execrecruit@mazars.ie).

## Selection process

The Selection Process may include the following:

- Shortlisting 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 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.

## Interviews

Interviews are envisaged to take place during week commencing 8th June 2026, with second round interviews envisaged for week commencing 15th June 2026. 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.

## **Candidate Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process. In addition, candidate must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Where it is found that a candidate has misrepresented their qualifications or experience in the application process, then:

- where they have not been appointed to a post, they will be disqualified as a candidate, and,
- where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

## **Probationary Period**

All new employees are required to satisfactorily complete a probationary period, in accordance with 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. During 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.**