

## Job Description and Person Specification

<b>Roles</b>	Programme Design and Social Policy Briefing Specialist
<b>Unit</b>	Programme Planning and Development Unit
<b>Directorate</b>	Programmes
<b>Grade</b>	4
<b>Reporting to</b>	Head of Unit
<b>Role Purpose/ Summary</b>	<p>Within the suit of Social Inclusion and Equality Programmes , the SICAP programme is of strategic importance to Pobal as it is the government's primary social inclusion programme. The purpose of this position is to contribute to the design improvements of SICAP<sup>1</sup> and to support the knowledge base and practice development of the wider programme team and its stakeholders.</p> <p>The post holder will also hold programme design duties for current and new programmes and will also help support the company in the formulation of company positions on social inclusion , inclusive labour markets and the advancement of equality.</p> <p>This post is within the Programmes Directorate of Pobal which is responsible for designing schemes and programmes which are influenced by objective data and evidence in order to make Ireland a more socially inclusive society.</p>
<b>Key Responsibility Areas</b>	<p><b><u>Social Inclusion and Community Activation Programme</u></b></p> <ul style="list-style-type: none"> <li>• Lead in the design and specification of programme requirements and sign off on any work elements being undertaken by other colleagues as they pertain to Programme Requirements and associated documentation sets.</li> <li>• Coordination and support to the team and any external consultants in a consultation and review process for future iterations of SICAP</li> <li>• Leading the specification of the commissioning process of the next iteration for the programme.</li> <li>• Lead and/ or participate in projects of key strategic importance to the SICAP programme.</li> <li>• Liaise with and advise the procurement specialist to ensure that the programme requirements and the model are accurately reflected in the Request for Tender/Application sets and follow on processes.</li> </ul>

<sup>1</sup> The Social Inclusion and Community Activation Programme funded by the Dept of Rural and Community Development and the ESF under the Programme for Employability, Inclusion and Learning (PEIL 2014-2020)

	<ul style="list-style-type: none"> <li>• Participate in the SICAP Project team to ensure a quality service is provided to SICAP Beneficiaries and Department's requirements are met. Collaborate with relevant colleagues in the provision of any beneficiary events/ documentation sets that are required.</li> <li>• Work closely with the Monitoring team and Operational team in particular to learn lessons, cite areas of good practice and areas for future improvement</li> <li>• Draft and feed into position pieces for the Department as and when required.</li> </ul> <p><b><u>Social Policy Scrutiny</u></b></p> <ul style="list-style-type: none"> <li>• Monitor and analyse academic research and political developments in relation to social policy in Ireland, Europe and beyond.</li> <li>• Recommend courses of action to the Programmes Directorate team leads for consideration</li> <li>• Development of and contribution to position papers/ national consultation requests coming from central government/agencies</li> <li>• Contribute to the development of Pobal's work by supporting the company's leadership with the preparation of briefing documents /submissions and strategy development</li> <li>• Work with colleagues and stakeholders from other relevant organisations and agencies to enhance Pobal's work in social inclusion.</li> </ul> <p><b><u>Relationship management</u></b></p> <ul style="list-style-type: none"> <li>• Ensure credible relationships are maintained within and outside Pobal.</li> <li>• Collaborate with the Funder Liaison manager for SICAP in relation to the provision of information on any funder requirements</li> <li>• Lead in supporting Pobal's contribution to OECD LEED and other OECD directorates.</li> </ul> <p><b><u>Other elements</u></b></p> <ul style="list-style-type: none"> <li>• Directing and feeding into the design of new S&amp;I programmes whilst working alongside our other team members in Programme Design, EU and Funder Liaison .</li> <li>• Any other duties within the general requirement of this job description which may be required from time to time.</li> </ul>
<b>Critical Competencies</b>	<ol style="list-style-type: none"> <li>1. Corporate Writing Skill – Level 2</li> <li>2. Problem Solving and Decision Making – Level 2</li> <li>3. Building and Maintaining Relationships – Level 2</li> <li>4. Analytical Skills– Level 2</li> <li>5. Attention to detail – Level 2</li> </ol>
<b>Other Competencies</b>	<ol style="list-style-type: none"> <li>6. Flexibility and Adaptability – Level 2</li> <li>7. Customer Service and Support – Level 2</li> <li>8. Programme Policies and Procedures – Level 2</li> <li>9. Strategic focus – Level 2</li> <li>10. Communications skills- Level 2</li> </ol>

<b>Required Experience</b>	<ul style="list-style-type: none"> <li>– At least 3 years experience in a similar role engaging in evidence based social /public policy or advocacy work.</li> <li>– A proven ability to work with senior management, within a programme team, with Government departments and with project delivery agents;</li> <li>– Strong understanding &amp; experience of social inclusion , labour market and equality</li> <li>– Knowledge of commissioning processes and approaches including procurement.</li> <li>– Demonstration of good negotiations skills and ability to multi-task</li> <li>– Knowledge of the set of public and community based programmes focused on supports to communities and social inclusion and associated arrangements and infrastructure;</li> <li>– A well-developed knowledge of project management principles and techniques as well as demonstrating same;</li> <li>– Evidence of the production of high quality reports and written materials</li> <li>– Ability to work effectively as part of a team</li> <li>– Proficient in use of MS packages e.g. Word, Excel, Outlook, Project, PowerPoint, SharePoint applications and portals.</li> </ul>
<b>Qualifications</b>	Relevant third level qualification to Level 9 (Masters) or higher on the National Framework of Qualifications, or equivalent, is desirable.
<b>Personal Attributes and Qualities</b>	<ul style="list-style-type: none"> <li>– Flexible</li> <li>– A team player</li> <li>– Able to think strategically and creatively.</li> <li>– Constructive and enabling of colleagues</li> <li>– Good judgement.</li> <li>– A personal interest in politics and government</li> </ul>
<b>Other Relevant Information</b>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>– Experience of service delivery within disadvantaged communities</li> <li>– Experience of project management of a public procurement or other similar large scale commissioning project.</li> <li>– Supporting a better understanding and uptake of social enterprise as a means for tackling issues of inequality, poverty/absence to services.</li> <li>– Understanding of the Irish language</li> </ul>
<b>Terms &amp; Conditions of Employment</b>	<ol style="list-style-type: none"> <li>1. Salary <ul style="list-style-type: none"> <li>– Pobal's Grade 4 Salary scale is €54,612 to €75,593 per annum</li> </ul> </li> <li>2. Duration of Contract <ul style="list-style-type: none"> <li>– Initially Two year contract commencing on 11<sup>th</sup> January 2021</li> </ul> </li> <li>3. Probation <ul style="list-style-type: none"> <li>– A six months probationary period applies</li> </ul> </li> <li>4. Pension</li> </ol>

- Pobal operates a defined contribution pension scheme. Employees have access to the scheme on successful completion of their six-month probationary period
5. Annual Leave
    - Current Pobal staff will retain their entitlement to existing annual leave entitlements
  6. Travel & Subsistence
    - Travel and subsistence will be paid at public sector rates
  7. Location of the position
    - Initial home working may be required in line with government advice during the Covid-19 pandemic subject to approval of the Line Manager.
    - Preference for the position would be in Pobal's headquarters in Ormond Quay.

**Selection  
Process**

Shortlisting of candidates may apply and will be on the basis of the Job Description and Person Specification. Candidates may be asked for further information or to undertake other tasks to assist in the assessment process.

**Closing date is the 29<sup>th</sup> September, 2020**

**Please apply on the Pobal Career page located on the [www.pobal.ie](http://www.pobal.ie) website.**