



Learning & Development Officer
Human Resources Department - Training & Development
(Senior Administrative Assistant II)

Fixed term contract up to 12 months

Background

Dublin City University is a research intensive, globally engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise, it is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its ranking in the top 2% of universities globally and its consistent position in the top 50 of the almost 10,000 young universities worldwide. (QS Top 50 under 50)

DCU is Ireland's fastest growing university. Its incorporation programme, which will be completed in 2016, is the coming together of St Patrick's College, Drumcondra, Mater Dei Institute of Education and the Church of Ireland College of Education within Dublin City University. Following incorporation, the vision for DCU includes a new Institute of Education and an enhanced faculty of Humanities and Social Sciences that will benefit from the combined strengths of the four institutions.

The Human Resources Department in DCU is a central administrative department, which is responsible for providing a complete HR service to the Universities Faculties, Departments and Campus Companies across its three campuses – Glasnevin, St Patrick's and the All Hallows Campus.

The position

Applicants are invited from suitably qualified candidates for the position of Learning and Development Officer. The successful candidate will report to the Training and Organisational Development Manager.

Key Responsibilities

The Learning and Development Officer will assist the Training and Organisational Development Manager and the team in the development and integration of training and development practices and solutions to meet the organisational needs of the University. S/he will plan and lead the delivery of programmes implementing best-practice learning methodologies and design and will have the following key responsibilities:

- Implement all aspects of *best-practice* learning methodologies - from Training Needs Analysis through to instructional design and course evaluation
- Under the direction of the Training & Development Manager, develop individual training programmes, including management development modules and interpersonal skills training
- Plan, direct and deliver development programmes to accomplish University and departmental goals including organisational initiatives across campuses
- Assist the Training & Development Manager design and implement appropriate e-learning strategies

- Manage external consultants/resources for key programmes and general training requirements
- Develop an open knowledge-sharing environment and actively contribute to the HR team in a manner that builds knowledge, skills and service to the University community.
- Undertake duties of a general nature or additional tasks that may be required by the Training & Development Manager and the Director of Human Resources or her nominee.

The above attempts to outline in a broad way the range of duties associated with this post. While not being exhaustive it does attempt to indicate the range and level of duties associated with the post.

Qualifications

- A primary degree or equivalent

Knowledge and Experience

- A minimum of three to five years relevant experience
- An ability to design and deliver programmes to a high quality, with excellent presentation and facilitation skills
- Good understanding of change management processes
- Excellent IT skills including Powerpoint and a familiarity with e-learning packages
- An excellent communicator, both verbal and written
- A high degree of flexibility is required
- A proven ability to manage projects
- Experience in working with senior management and the ability to develop strong working relationships with departmental managers
- A practical understanding of current organisational development issues facing public sector organisations.

Being CIPD qualified would be an advantage.

Salary Scale: €46,513 - €63,251 (Senior Admin Asst II)*

*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Senior Administrative Assistant salary scale in line with current Government pay policy.

Closing date: 27th July 2016

Application Procedure:

Application forms are available from the DCU Current Vacancies (internal Competitions) website at <http://www.dcu.ie/hr/vacancies/index.shtml> and also from the Human Resources Department, Tel: +353 (0) 1 700 5149. Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref # 378 Learning and Development Officer

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: extension: 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer