Learning & Development Officer

Human Resources Department – Learning and Organisational Development
(Senior Administrative Assistant II)

(3 year fixed term contract)

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. Excellence in education and research has led to DCU’s consistent ranking among the world’s leading young universities. Having grown its student population by more than 50% in the past five years, DCU is Ireland’s fastest growing university and today hosts more than 17,000 students.

The Human Resources Department in DCU is a central administrative department, which is responsible for providing a complete HR service to the University’s Faculties, Departments and Campus Companies across its three academic 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 Head of Learning and Organisational Development, Human Resources Department.

Key Responsibilities

The Learning and Development Officer will assist the Learning and Organisational Development Manager and the team in the development and integration of learning and development practices and solutions to meet the organisational needs of the University. S/he will design, plan and lead the delivery of programmes, implementing best-practice learning methodologies and evaluation. S/he 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 Learning & Organisational Development Manager, develop specific training interventions to support heads of school and managers to effectively lead and manage their Schools and departments
- Design and deliver development programmes to accomplish University and departmental goals including organisational initiatives across campuses e.g. performance management schemes, staff engagement initiatives etc.
- Deliver a wide range of learning and development programmes including, interpersonal skills training, career development programmes, academic and researcher development initiatives and bespoke programmes
- Facilitate group sessions including team interventions, away-days, consultation processes
- Assist the Learning & Organisational Development Manager to identify solutions to resolve conflict situations
- Manage and further develop the University’s mentoring and related schemes
- Use a blended (online) learning approach and implement e-learning strategies when appropriate
• 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 capacity
• Undertake duties of a general nature or additional tasks that may be required by the Learning & Organisational 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. A master’s degree in work and organisational behaviour or occupational psychology would be an advantage.

Knowledge and Experience

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

Being CIPD qualified or being a member of the PSI or BPS would be an advantage.

Salary Scale: €47,988 - €64,894 (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: two weeks 12th October 2018

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 # 1011 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