



## **Senior Learning and Organisational Development Officer (Professional 6)**

**Human Resources Department**

**Fixed Term Three Year Contract**

Dublin City University [www.DCU.ie](http://www.DCU.ie) is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its worldclass research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

### **The Human Resources Department (HR)**

HR provides a comprehensive human resources service to approximately 3,400 staff based in the Faculties, Departments, Research Centres and Campus Companies of the University. It is responsible for managing the employee life cycle from the initial application and appointments process to the end of their employment with the University while also providing support to its retired community of c. 460. Also, HR plays an important role in the governance, management committees and project groups of the University.

The HR Mission for the University and its staff is to be an employer of choice that builds a staff community where each of its members can flourish and thrive in a work environment that is stimulating, rewarding and respectful, with each having the opportunity to achieve their full potential and successfully contribute to the University's goals.

## **Role Profile**

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. The role holder will have skills and knowledge to design and deliver learning and development initiatives. The role will involve designing innovative learning solutions and delivering these solutions to colleagues at all levels across the organisation. Evaluation of Learning effectiveness and behavioural change will be key to measuring success.

This role will involve working with team members and other stakeholders across the University to assess capability gaps, propose solutions and regular updates on Learning & Organisational Development initiatives.

## **Key Responsibilities**

The Senior Learning and Organisational Development Officer will lead the development and integration of solutions to meet the organisational needs of the University, aligned to the departmental and University strategy. They will implement best-practice learning and evaluation methodologies. Under the direction of the Head of Learning & Organisational Development, the post holder will have the following key responsibilities:

- Design and deliver organisational development programmes to enable the University's Strategy, including: personal skills, management development programmes, academic and researcher development initiatives and bespoke programmes.
- Build collaborative relationships to influence and consult with senior leaders.
- Create organisational development programmes enabling managers to effectively lead their units and colleagues to achieve their full potential.
- Manage initiatives to support successful implementation of organisational and cultural change.
- Own and deliver the Performance Management & Development Scheme for the University including all communications, training, monitoring and reporting.
- Conduct activities to analyse development and capability needs across the University from a range of stakeholders and data sources.
- Facilitate group sessions, particularly with a focus on Change Management and focus groups to support the University.
- Use innovative learning methodologies and new technologies, where appropriate.
- Collaborate with key programmes of transformation, such as the Student Information System (SIS) programme and DCU Futures, to build learning interventions that will enable change in the organisation.
- Work with colleagues in the Equality, Diversity and Inclusion where appropriate.
- Develop an open knowledge-sharing environment and actively contribute to the L&OD and HR teams in a manner that builds knowledge, skills and capability.
- Undertake duties of a general nature or additional tasks that may be required by the Head of Learning & Organisational Development and the Director of Human Resources or nominee.

While not being exhaustive, the above attempts to outline in a broad way the range of duties associated with this post.

## Qualifications

- A primary degree or equivalent in a related field is required.
- A postgraduate qualification is desirable.

## Knowledge and Experience

- A minimum five years' relevant experience, at managerial or specialist level, in Learning & Development or Human Resources.
- Experience in end to end programme management.
- Experience delivering L&D workshops in both face-to-face and virtual environments.
- An ability to diagnose development gaps, design innovative solutions and facilitate interventions.
- Ability to work autonomously with ownership of outcomes for key projects, including management of competing priorities.
- Experience in working with senior stakeholders and the ability to develop strong working relationships across the University.
- Excellent IT skills and a curiosity for new and emerging Learning Technology.
- An excellent communicator, both verbal and written, with strong Presentation Skills.
- A high degree of flexibility.
- A practical understanding of current organisational development issues facing public sector organisations.

## Mandatory Training

Post holders will be required to undertake the following mandatory compliance training: GDPR and Compliance. Other training may need to be undertaken when required.

**Salary Scale:** \*€57,263.00 to €81,573.00per annum

\*Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

**Closing date: Wednesday 30<sup>th</sup> November 2022**

## Informal Enquiries in relation to this role should be directed to:

Mr. Barry Mulcahy, Head of Learning and Organisational Development, Human Resources Department, Dublin City University. Email: [barry.mulcahy@dcu.ie](mailto:barry.mulcahy@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

## Application Procedure:

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (external applicants) Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
#NR1768 Senior Learning and Organisational Development Officer**

***Dublin City University is an equal opportunities employer.***

***In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.***

***The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)***