



Learning and Organisational Development Specialist (Professional 5A)

Human Resources Department

Fixed Term Three Year Contract

Dublin City University 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 world-class 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 Specialist. 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 collaborating 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 Learning and Organisational Development Specialist will lead the development of solutions to meet the organisational needs of the University, aligned to the departmental strategy. They will design, plan and deliver programmes, implementing best-practice learning methodologies and evaluation. Under the direction of the Head of Learning & Organisational Development, the post holder will have the following key responsibilities:

- Design learning and development interventions for use in face to face settings, digital learning and via Zoom.
- Deliver learning and development programmes including: personal skills, career development programmes, academic and researcher development initiatives and bespoke programmes.
- Manage a portfolio of courses and update content regularly based on feedback and learning and development trends.
- 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.
- Facilitate group sessions and focus groups to assist the University in gathering information and data on specific initiatives.
- Use innovative learning approaches, exploring new technology where appropriate. Manage relationships with external consultants/resources for key programmes.
- Promote and communicate learning opportunities to colleagues across the University using a range of communication channels including face to face meetings, email and social media.
- Develop an open knowledge-sharing environment and actively contribute to the HR team 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.

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 in a related field is required.
- A postgraduate qualification is desirable.

Knowledge and Experience

- A minimum 3 years' relevant experience, at specialist level, in HR or Learning & Development.
- An ability to design innovative learning solutions and deliver learning interventions.
- Ability to work autonomously with ownership of outcomes for key projects.
- Experience in working with other departments and colleagues, with the ability to develop strong working relationships across the University.
- Excellent IT skills and a curiosity for new and emerging technology to assist the Learning & Organisational Development strategy.
- An excellent communicator, both verbal and written.
- Strong presentation skills (online and in person) and facilitation skills to utilise in a group setting.
- A high degree of flexibility.

Mandatory Training

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