



JOB DESCRIPTION

Head of Learning and Organisational Development

Human Resources Department

Three Year Fixed Term Contract

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

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 application and appointment to the end of employment with the University, while also providing support to its retired community of approximately 460 retirees. HR also 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, inclusive, rewarding and respectful, with each having the opportunity to achieve their full potential and successfully contribute to the University's goals.

The Learning and Organisational Development Section, HR

HR, Learning and Organisational Development is an ongoing process to build a foundation for a learning culture by focusing on enhancing competencies and behaviours needed to support the university's values and ambitions, including those related to Equality Diversity and Inclusion. A major focus of the team is to design and manage the implementation of organisational development initiatives to meet specific needs identified through the university's Strategic Plan, sectoral initiatives and the university's overall ambition for excellence. It is envisaged this focus will grow considerably over the medium term.

The role of the team is to develop and deliver a comprehensive set of learning and development programmes to meet the professional and career needs of staff. The professional development of staff is addressed through the annual Learning and Development Schedule which includes over 70 courses ranging from classroom based workshops to extended blended learning programmes.

The team also provides an internal consultancy service to assist heads of schools/units and managers in identifying solutions to their specific needs, whether this be through the engagement of external consultants or the design of bespoke interventions.

The Learning and Organisation Development team is plays a pivotal role in supporting delivery of the Equality, Diversity and Inclusion (EDI) agenda for the university, which is dedicated to encouraging and fostering a culture of inclusion and belonging for all.

Role Profile

The Head of Learning and Organisational Development reports to the Director of Human Resources. The successful candidate, a member of the HR management team, will drive innovation and lead change initiatives, which assist the university in delivering on its mission and strategic objectives. DCU is proud of its culture of professional development among all categories of its staff. The Head will further develop this culture, driving the capability agenda in DC's new strategic plan, and meeting the challenges presented by the environment within which the third level education sector operates. The Head will also guide the Equality Diversity and Inclusion (EDI) team on delivering on the EDI agenda across the university. Finally, the Head will be expected to show Impact on all Learning & Organisation Development initiatives in line with the principles underpinning the new University strategy of *People, Focus and Impact*.

Specifically, the successful candidate will meet the organisational development needs of the university together with the professional development of its staff and through the design, implementation and evaluation of interventions by:

- Driving and managing organisational and cultural change initiatives ensuring successful implementation resulting in improved organisational effectiveness
- Developing a learning strategy that supports a high performance culture for a diverse and talented workforce
- Collaborating with leaders across the university to provide excellent end-to-end client management, including consultation, assessment, design, implementation and evaluation of solutions using proven organisational development methodologies
- Leading, managing and developing the Learning and Organisational Development Team
- Providing leadership in the management of HR's agenda to promote an inclusive work environment and support workplace diversity. This will include guiding the EDI team in delivering on the EDI agenda across the university
- Providing innovative and strategic leadership programmes ensuring maximum organisational impact, as well as career growth and development for participants
- Creating and facilitating bespoke programmes, mentoring and executive coaching initiatives
- Ensuring all learning and development interventions align with core competencies identified in the university's academic, professional and research career frameworks

- Supporting the university's *Performance and Development Review Scheme* (PRD), including the analysis of learning needs identified through the scheme
- Applying latest research in learning theories and models, benchmarking best practices and championing knowledge of cutting-edge approaches in order to deliver sustainable learning solutions with maximum impact
- Promoting collaboration, knowledge sharing, as well as learning and development cooperation across stakeholder's groups
- Sourcing, evaluating and managing external providers
- Managing resources, budgets and tenders
- Other duties as assigned by the Director of Human Resources

Qualifications and Experience

- Primary degree and preferably a post graduate qualification in Human Resources, Learning and Development, Organisational Development, Organisational Psychology or related fields
- Experience of leading and managing a team
- Experience in managing change and organisational development initiatives from inception to completion
- A minimum of 10 years' experience in a large complex organisation with responsibility for designing and delivering a broad range of learning and development interventions, including leadership programmes
- Expert knowledge of learning and curriculum design, online, virtual and blended learning methodologies together with organisational development design approaches
- Demonstrable ability in leveraging technology to optimise platforms to run performance management, succession planning and training programs
- Knowledge of EDI initiatives, policies and resources across one or more relevant sectors
- Coaching and mentoring experience

Person Specification

- Ability to use strategic and innovative thinking to influence across functions to achieve desired outcomes
- Excellent interpersonal skills with an ability to build relationships and collaborate at all levels, including senior management
- High level of professionalism, personal integrity and dependability
- Excellent decision-making skills
- Adept at working in a cross-functional environment in a highly collaborative manner

- Critical thinker, with an ability to conceptualise solutions when faced with complex challenges
- Proven ability to prioritise and manage projects from inception to completion and within budget
- Excellent communication skills with a proven ability to facilitate learning and development programmes to the highest standards to a diverse and sophisticated workforce
- A commitment to people development and the organisational values and behaviours that underpin the culture and value of the University

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.