



## **Learning & Organisational Development Assistant (Professional 3)**

### **Human Resources Department**

### **Fixed Term Two Year Contract**

Dublin City University (DCU) 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', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are 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 delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has 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**

Individuals' s are invited from suitably qualified candidates for the position of Learning & Organisational Development (L&OD) Assistant. The successful individual will report to the Head of Learning and Organisational Development, Human Resources Department. The role holder will have experience and expertise in service delivery within a large organisation. The role will assist supplier management including the sourcing, invoicing and payment of all external suppliers. The successful individual will proactively manage administration for the Learning & Organisational Development office regarding all events, programmes and workshops as directed by the Head of Learning & Organisational Development.

Additionally, the role will support all information management and managing the relevant data that could lead to improvements in how the team operate and ultimately how colleagues develop across the university.

## **Key Responsibilities**

Please refer to the job description for a list of duties and responsibilities associated with this role.

## **Qualifications**

NFQ Level 5 Qualification (or 5 years experience at Professional 2 level for internal applicants)

## **Knowledge and Experience**

- At least 2 years relevant experience.
- Strong partnership and teamwork skills to coordinate and deliver a world class Learning & Organisational Development service.
- Excellent written communication skills that can be applied to all communication channels (email, social media, course advertisements, website).
- Strong IT skills with some experience in technologies including: MS Office, Google Apps, Zoom, Mailchimp.
- Experience in an administrative and supporting capacity including event management and administration.
- Skills in managing, capturing and reporting data.
- Experience in managing social media (particularly Twitter and LinkedIn), would be beneficial.

## **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:** \* €35,475.00 to €45,114.00 per annum

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

**Closing date: Thursday, 18<sup>th</sup> August 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/hr-current-vacancies-internal-competitions>

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:**

**Job Ref #ST1719 Learning & Organisational Development Assistant**

*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](#)*