



Applications are invited from suitably qualified candidates for the following position:

Deputy Head of Learning and Organisational Development (Administrator II)

Human Resources Department

Permanent Contract

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and 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.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the of the world's young universities (QS Top 50 under 50).

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.

The Learning and Organisational Development Section, HR

The Learning and Organisational Development Section, HR is currently comprised of a team of seven. A significant function 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.

A key 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 up to 70 courses ranging from classroom based workshops to extended blended learning programmes.

Equality, Diversity and Inclusion Unit (EDI)

The EDI Unit is based within the HR, Learning and Development function. The Unit delivers on the university's commitment to a culture that is inclusive at all levels and in every system and process, where students, faculty and staff demand the highest standards from each other. It endeavours to create a workplace that embraces and celebrates the visible and invisible differences, which are part of the university community.

The Learning and Organisation Development, HR 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.

Role Profile

The Deputy Head will report to the Head of Learning and Organisation Development (LOD), HR. The successful candidate will play a significant role in the implementation of a range of innovative change initiatives which support the university in delivering on its mission and strategic objectives Transforming Lives and Societies, 2017 – 2022. DCU is proud of its culture of professional development among all categories of its staff. The Deputy, under the direction of the Head of LOD, will further develop this culture, meeting the challenges presented by the environment within which the third level education sector operates.

In particular, this newly created position will be responsible for championing the university's comprehensive equality, diversity and inclusion agenda through providing leadership to the EDI Unit. The suc-

successful candidate, under the direction of the Head of LOD will assist in meeting the wider organisational development needs of the university and the professional development of its staff through the design, implementation and evaluation of interventions by:

- Managing the delivery of HR's key strategic objectives including promoting an inclusive work environment and assisting workplace diversity
- Ensuring the university implements, in a timely fashion, its commitments regarding gender and diversity made to key stakeholders including the Department of Education and Skills, Higher Education Authority (HEA) etc.
- Championing and leading on the delivery of the objectives and actions agreed under the Athena SWAN initiative and building on the work undertaken as part of the university's Bronze level certification in 2017 (and retained in 2020)
- Delivering organisational initiatives which are both innovative in approach and adhere to *best practice* which contribute to the building of a progressive workplace culture where all staff can contribute to the university's success
- Managing organisational and cultural change initiatives ensuring successful implementation resulting in improved organisational effectiveness
- 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
- Assist the Head in managing and developing the Learning and Organisational Development Team and, in particular, those staff who are tasked with the delivery of diversity and equality objectives
- Ensuring all learning and development interventions align with core competencies identified in the university's academic, professional and research career frameworks
- Applying learning theories and models, benchmarking best practices and championing knowledge of cutting-edge approaches in order to deliver sustainable learning solutions with maximum impact
- Promote collaboration, knowledge sharing as well as learning and development assistance across stakeholders' groups
- Manage resources, budgets and tenders as directed by the Head of LOD
- Other duties as assigned by the Head of LOD and the Director of Human Resources.

Qualifications and Experience

- Primary degree and preferably a post graduate qualification in Human Resources, Learning/Training and Development, Organisational Development, Organisational Psychology or related fields
- Experience of managing a team
- Substantial project management experience in change and organisational development initiatives from inception to completion
- A minimum of five years' experience in a large organisation with responsibility for designing and delivering a broad range of learning and development interventions, including leadership programmes.
- Knowledge of learning design, on-line and blended learning methodologies together with organisational development design approaches

Person Specification

- Ability to use strategic and innovative thinking to influence across functions to achieve desired outcomes
- Excellent interactive and communication skills with an ability to build relationships with key stakeholders and collaborate at all levels, including senior management
- High level of professionalism, personal integrity and dependability
- Adept at working in a cross functional environment in a highly concerted manner
- An ability to conceptualise solutions when faced with complex challenges
- Proven ability to manage projects from inception to completion and within budget
- Excellent communication skills with a proven ability to facilitate learning and developments programmes to the highest standards to a diverse and talented workforce

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.

Salary Scale Administrator II: *€58,580 - €93,240

*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the relevant salary scale in line with current Government pay policy.

Closing Date: 7th December 2020

Informal enquiries to: Ms. Marian Burns, Deputy of Human Resources, at marian.burns@dcu.ie

Do not send applications to this address. Instead, apply using the procedure set out below.

Application Procedure

Application forms are available from the DCU Current Vacancies website at

<https://www.dcu.ie/hr/vacancies/current.shtml>

Applications must be submitted by e-mail to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC2008 Deputy Head of Learning and Organisational Development

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment is available at

<https://www.dcu.ie/policies/policy-starter-packs.shtml>