

Applications are invited from suitably qualified candidates for the following position

Learning and Organisational Development Officer
Professional 5a
DCU People
12 Month Fixed Term Contract

Dublin City University

Dublin City University is a leading innovative European University with a mission to ‘transform lives and societies’. DCU ranks as one of the world’s Top 350 Universities, *Times Higher Education*, and is proud to be Ireland’s No. 1 Young University. The University is known for the ‘transformative student experience’ it offers, and is also recognised for its impact in addressing global challenges in collaboration with national and international stakeholders.

Overview of the department

The DCU People Department is responsible for providing a complete people operations (HR) service across the University. We are dedicated to nurturing talent, fostering growth, and enabling staff to reach their full potential and build successful careers at the University.

As part of DCU's strategic plan, a key focus is the development and implementation of an Employee Experience Plan, including initiatives that enhance recruitment, retention, engagement, and staff development. To support these objectives, we are seeking to appoint a **Learning and Organisational Development Officer** on a **12-month fixed-term contract**.

Role Profile

Reporting to the Learning and Organisational Development (L&OD) Manager, the Learning and Organisational Development Officer will be responsible for the design, development, coordination, and delivery of key learning and organisational development initiatives across the University. This role offers an excellent opportunity to work within a small, collaborative team and play a key role in enhancing the employee experience at DCU. Working closely with the L&OD Manager, the successful candidate will support the implementation of the University's Learning and Organisational Development strategy by translating planned initiatives into high-quality learning and development programmes and interventions.

The successful candidate will contribute to the successful delivery of strategic priorities through the design and facilitation of engaging learning experiences, coordination of development programmes, and support for organisational development initiatives that enable staff to thrive and perform at their best.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- **Design & Delivery:** Design and deliver highly engaging, interactive, workshop-style training sessions tailored to university needs.
- **Orientation & Induction:** Lead the coordination, enhancement, and delivery of institutional orientation programmes for new staff.
- **Performance Development:** Develop and implement learning interventions focused on performance-related development and continuous professional growth.
- **Operational Execution:** Support our small team in executing strategic priorities and delivering specific, pre-determined project goals in alignment with the overarching L&OD strategy.
- **Coaching Support:** Utilise coaching methodologies to support staff development interventions and group facilitation where appropriate.
- **Administration & Evaluation:** Manage the administration of specific learning activities, tracking participation and evaluation metrics to ensure high-quality delivery.

Qualifications and Experience

Essential

- A primary degree (NFQ Level 7) in a related discipline.
- A minimum of 3 years' experience in an operational Learning & Development or people-focused role, with a proven track record in end-to-end learning design, development, and delivery.
- Strong facilitation skills, with demonstrated experience delivering engaging, interactive, workshop-style learning interventions to diverse audiences.
- Proven ability to work effectively within a structured team environment, contributing to the successful delivery of learning initiatives in alignment with organisational priorities, strategy, and timelines.
- Proficiency in the use of Learning Management Systems (LMS) and digital learning technologies.

Desirable

- Demonstrated experience in the design and delivery of orientation, onboarding, induction, and performance development programmes.
- Experience working within a large, complex public sector organisation or within the Higher Education sector.
- Membership of CIPD or another relevant professional body..

In addition, the ideal individual will be:

- **Excellent Communication Skills:** The ability to engage, influence, and build positive relationships while promoting a culture of learning and development across DCU.
- **Adaptability and Agility:** A flexible and responsive approach, with the ability to manage changing priorities, balance multiple deliverables, and embrace innovative ways of working.
- **Change Management Capability:** The ability to support organisational change initiatives and contribute positively to organisational culture and employee development.

- **Delivery and Execution Focus:** A strong commitment to delivering high-quality outcomes, meeting deadlines, and contributing to team objectives.
- **Engaging Facilitation:** The ability to create inclusive, interactive, and impactful learning experiences that meet the needs of diverse audiences.
- **Collaborative Working Style:** A team-oriented approach, with the ability to work effectively within an established team structure and contribute to the successful implementation of the Learning and Organisational Development strategy.
- **Organisation and Planning:** Strong attention to detail, excellent organisational skills, and the ability to manage competing priorities in a structured and systematic manner.

Essential Training

The individual will be required to undertake the following essential compliance training:

- Orientation
- Health & Safety
- Data Protection (GDPR)
- Cyber Security Awareness
- AI Literacy

Other training may need to be undertaken when required.

Salary Scale: Professional 5A - €60,580 - €81,922

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

Closing Date: Thursday, 25th June 2026

Additional Information

Additional Information: Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

Remote Working Policy

DCU operates a Remote Working Policy. Employees may be approved for up to 2 days of remote working per week (or an appropriate pro-rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of 'Student Focused'.

Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the [remote working policy](#) will apply.

For more information on DCU and benefits, please visit [Why work at DCU?](#)

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

Dr Gemma McNulty, Learning & Organisational Development Manager, DCU People.

Email: gemma.mcnulty@dcu.ie.

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

Application Procedure:

Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete, and will not be processed.

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 Silver 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](#)

