

**Organisational Development and Learning Specialist
Higher Executive Officer Grade**

Job Purpose

The Organisational Development (OD) & Learning Specialist will work as part of the Organisational Development & Change (ODC) Unit, reporting directly to the Unit Director. They will support the Unit's work across all of its areas of activity. The primary focus will be on the range of organisations supported by the Unit within the sport sector. The OD & Learning Specialist will work closely alongside colleagues within the Unit in a flexible, responsive manner to ensure the achievement of Sport Ireland's and the Unit's strategic and operational commitments.

Duties and Responsibilities

Depending on the prevailing operational priorities in place from time to time, the role will include responsibility for some or all of the following –

- Managing and continually enhancing the range of Organisational Capability Services and tailored Organisational Development Programmes provided to the sector.
- Managing Organisational Development & Change interventions provided for sectoral organisations on an in-house, tailored basis.
- Participating in a facilitating, coaching, or consulting capacity during any Organisational Development & Change intervention.
- Designing and delivering various soft skills and other business skills training courses and programmes on a customised basis to sectoral organisations.
- Managing and continually developing any assigned sectoral role-specific network.
- Managing the ongoing introduction and optimisation of new and existing education, training, learning & development (ETLD) technologies.
- Researching and providing recommendations on alternative ETLD solutions required to support the delivery of the Unit's strategic objectives and related operational commitments & plans.
- Assisting the Unit Director in the day-to-day management of any external 3rd parties (consultants, coaches, and trainers) involved in OD interventions or other programmes/service areas.
- Researching and providing recommendations to the Unit Director on new or alternative service/programme solutions.
- Assisting the Unit Director with developing any future strategies on organisational or workforce development for sectoral organisations.
- Managing projects which may be assigned from time to time in line with the Unit's strategic objectives and related operational commitments & plans.
- Appropriately integrating Diversity & Inclusion principles into services and programmes.
- If required at any future time, acting as a line manager to junior members of the ODC Unit.

The above list is not exhaustive, and it should be noted that other ad-hoc duties may be assigned from time to time.

Person Specification

Essential Skills, Qualifications, Knowledge, Ability, and Experience (must possess or be able to demonstrate the following):

- Must be highly efficient and results-focused with keen attention to detail and high standards in all business activity.
- Must have excellent planning & organising skills and be able to prioritise tasks effectively under tight deadlines.
- Must have experience in effectively managing projects and programmes on time and with agreed budget parameters.
- Must have excellent interpersonal & communication skills –
 - Must be capable of presenting information verbally in a clear, concise, and confident manner.
 - Must be capable of producing impactful and high-quality business writing in all communication ranging from standard daily correspondence to comprehensive business reports for consideration by senior stakeholders.
 - Must be capable of researching complex qualitative and quantitative data from various literary sources and synthesizing this information for reproduction clearly and comprehensively (written & verbal) for the Director as required.
 - Must be capable of building and maintaining healthy, effective, and mutually respectful business relationships with all key stakeholders.
 - Must be capable of handling conflict and resistance.
 - Must be capable of handling sensitive information discreetly.
- Must have a high proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Must be flexible and solutions focused, with an enthusiastic approach to work and career.
- Must have a proven ability to work effectively as part of a team and on own initiative.
- Must commit to innovation and continuous improvement in all business activities.
- Must possess a relevant 3rd-level educational qualification.
- Must have knowledge of emerging trends, best practices, and technologies in some or all of the following areas–
 - Learning & Development
 - Organisational Development
 - Human Resource Management
- Must have a minimum of 3 years of previous professional experience in a relevant L&D, OD, or HR role(s).

Desirable Skills, Qualifications, Knowledge, Ability, and Experience (some or all of the following are desirable):

- Experience in acting as a facilitator to workplace groups and teams.
- Experience in acting in an executive coaching capacity.
- Experience in introducing, operating, and optimising ETLD technology, specifically Learning Management Systems (LMS) in a workplace setting.



- Experience in designing, delivering and evaluating training programmes (classroom / online).
- Experience in conducting workplace learning needs analysis and developing related learning and development plans.
- Experience in undertaking Organisational Development interventions within a workplace.
- Membership of the Chartered Institute of Personnel & Development and/or the Learning & Development Institute.
- A full driving license and access to a car.

Additional Information:

Contract: Permanent, Full Time.

Salary Scale: HEO Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie . Closing date for applications is Tuesday 19th March 2024 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

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