

Role Profile

L&D Specialist, Learning & Development – Human Resources and Change

ROLE SUMMARY

The HR and Change (HR&C) department is responsible for the development of strategy, the design and implementation of HR solutions and the effective management of change projects that provide for the availability, effective use and engagement of human resources within the HPRA so as to contribute to the delivery of the HPRA's strategic plans.

The Learning and Development (L&D) Specialist will support the provision of learning and development activities across all parts of the organisation. The key responsibility in this area is to drive organisational effectiveness through supporting and building workforce capabilities.

Reporting to the Learning and Development Manager the appointee will have specific responsibility within the HR&C department for;

- Delivery and management of identified strategic objectives as specified in the HPRA's strategic plan and the HR and Change strategy.
- Facilitating training needs analysis throughout the HPRA in order to identify learning priorities across the organisation.
- Daily management of the annual organisational learning and development plan.
- Co-ordination of the HPRA's further education process and external training process.
- Designing and delivering core organisational in-house training programmes and utilising a range of media.
- Formulation and development of plans, procedures and programmes to meet specific learning needs across the HPRA as identified in the organisational learning and development plan.
- Provision of support within the wider HR and Change department in the development of continuous learning and development capabilities of the HPRA in line with strategic business objectives.
- Leading projects within the Learning and Development section and representing a specialised field in larger project teams.
- Providing input into the co-ordination and management of engagement and change initiatives across the HPRA.

KEY RESPONSIBILITIES

- Strategic Objectives
 - Undertake a key role in delivery of strategic objectives as part of the HPRA strategic plan and the HR & Change strategy.
 - In conjunction with the L&D Manager and the HR&C Strategy, identify programmes, resources and external vendors that specifically meet the HPRA's learning and development needs.

- Consult with managers across the HPRA to understand business problems and to identify opportunities to enhance employee performance through blended learning and just-in-time solutions.

- Operational Objectives
 - Conduct an annual organisational wide training needs analysis and prepare an organisational learning and development plan.
 - Work with internal stakeholders and external vendors to plan and organise delivery of L&D interventions in line with the organisational L&D plan and as otherwise appropriate.
 - Support management in the preparation of annual individual training plans.
 - Liaise with the L&D Manager and other relevant stakeholders in the management and reconciliation of budgetary activities on an ongoing basis.
 - Design and develop blended learning solutions. Use digital tools to create flexible and innovative learning programmes.
 - Partner with internal or external subject matter experts and/or cross departmental project teams as necessary.
 - Lead and/or support negotiations of resources, schedules, contracts and fees to ensure value for money and in line with agreed budgets.

- Quality and Knowledge Management
 - Manage and/or facilitate L&D processes that meet Quality Management System requirements.
 - Ensure that L&D related procedures and policies are accurate and up to date.
 - Organise and implement the delivery of blended learning solutions.
 - Lead/manage/support the initial roll-out of new programmes and continuous improvement activities/projects.
 - Design, implement and/or support the development and use of learning assessment methodologies and tools in order to monitor and measure the effectiveness of learning programmes

- Performance Management
 - Participate in and implement the performance development programme (PDP) within the section.
 - Work with the L&D Manager and other colleagues to promote effective performance within the section.
 - Report regularly on progress against specified objectives, tasks and KPI's.
 - Promote a culture of performance improvement, coaching and continuous development within HPRA.
 - Provide performance feedback and mentoring/coaching support as required.

- Communication/Customer Service
 - Ensure that learning and development initiatives are communicated in a consistent way to internal and external stakeholders.
 - Promote, utilise and continuously review the internal intranet in all relevant L&D and HR&C activities.
 - Build and maintain effective working relationships with colleagues and stakeholders across the HPRA.
 - Liaise with relevant external training providers/organisations etc.

- Attend internal HPRA meetings and external meetings as deemed appropriate.
 - Act as an advocate for engagement, coaching and continuous learning and development to the wider HPRA organisation.
 - Build strong relationships with the HR Business Partners as a means of staying well connected to and informed by the various departments.
- General
- Perform such other duties as the HPRA may reasonably require. This includes providing cross-cover for the L&D Manager and the wider HR department as required.

QUALIFICATIONS AND EXPERIENCE

- To be considered for this post, candidates must have:
 - A recognised third level qualification in Learning and Development/HR or related discipline
 - A minimum of two years relevant experience in a similar learning/training and development role
 - Experience in the planning and management of staff learning/training and development within an organisation, including experience in training needs analysis, instructional design and training facilitation and presentation
 - Proven ability to create and develop good working relationships to facilitate the accomplishment of work goals, coupled with the ability to gain commitment from others
 - Excellent analytical skills and experience in identifying improvement opportunities, generating ideas, and implementing solutions
 - Excellent interpersonal, communication and training skills
 - Demonstrated team work capabilities
 - High degree of computer literacy, specifically competence in the use of MS Office Applications and HR/learning information systems
- In addition to this the ideal candidate will have;
 - Membership of relevant professional bodies
 - Evidence of continuous professional development
 - Experience in eLearning design and development (e.g. 'Learning Pool' and 'Adapt Builder')
 - Experience in delivering blended learning solutions
 - Experience in a life sciences environment advantageous
 - Experience of dedicated learning management systems advantageous

REMUNERATION

Salary: €47,589 per annum (*new entrants - incremental scale).

SUPERANNUATION

The new Single Public Service Pension Scheme ("Single Scheme") commenced with effect from 1 January 2013. All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

HOURS OF DUTY

The hours of duty are fixed by the HPRA from time to time. The current arrangements are Monday-Friday (minimum 37 hours). Appointees are eligible to participate in the flexitime arrangements after a period of six months.

DURATION OF POST

This is a three-year contract post.

ANNUAL LEAVE

Annual leave (exclusive of usual public holidays) is 23 days per annum.

HEALTH

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

DUTIES OF POST

The duties set out in the role profile (above) are indicative of responsibilities related to this role. As with all posts, the nature of HPRA business is evolving and flexibility is required in order to adapt to changing business needs.

CONFIDENTIALITY AND CONFLICT OF INTEREST

Employees are prohibited from having any personal or financial interest in any industry that the HPRA regulates from the date of appointment with the HPRA. All HPRA employees are required to declare any matter that could affect their impartiality or that could reasonably be perceived as affecting their impartiality. All new entrants are required to complete a declaration of interests prior to commencing employment in the HPRA. The HPRA's Conflicts of Interest Policy provides guidance on the types of interests to be declared. Any interests declared will be evaluated and any potential conflicts will be addressed in line with that policy.

The HPRA deals with highly confidential matters including identifiable details pertaining to healthcare professionals, patients and commercially sensitive information. Employees are prohibited from disclosing any information in relation to the business of any person obtained in his/her capacity as an officer of the HPRA.

DATA PROTECTION

The General Data Protection Regulation and Data Protection Acts 1988-2018 apply to the processing of personal data and the HPRA is committed to complying with its legal obligations in this regard. For information on how we process your information during recruitment, please see our [privacy notice](#).

REFERENCES

The names and addresses of two referees to whom the applicant is well known but not related must be submitted with the application. Reference may be made to current and former employers without further notification of the applicant. Applicants having any reservations on this matter should so state at time of application.

HOW TO APPLY

Applications should be submitted via the [HPRA Recruitment Portal](#).

CLOSING DATE

The closing date for applications for this post is **Wednesday 12th August 2020**.

INTERVIEWS

Applicants attending for interview may be required to complete a scenario-based practical - details notified to shortlisted applicants. Please note these interviews will be completed via Skype and it is anticipated that these will take place between **17th August and 31st August 2020**.

The HPRA will make reasonable accommodations for a person with a disability during a recruitment process.

COLLECTIVE AGREEMENT: REDUNDANCY PAYMENTS TO PUBLIC SERVANTS

The Department of Public Expenditure and Reform introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

DECLARATION

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

* Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

The HPRA is an equal opportunity employer. The HPRA will not discriminate against an employee or prospective employee in relation to the nine discriminatory grounds as per the Employment Equality Acts, 1998-2015