

<b>TITLE OF POST:</b>	Assistant HRM Specialist – HRM Training & Consultancy Unit - Training Division
<b>GRADE:</b>	4
<b>REPORTS TO:</b>	Senior HRM Specialist, HRM Training & Consultancy Unit, Training Division
<b>JOB FUNCTION:</b>	<p>The primary function of the Graduate HRM Specialist is to:</p> <ul style="list-style-type: none"><li>• Assist in product and service development in the area of HRM Training and Consultancy services and related research activity;</li><li>• Engage with clients to identify needs and with HRM Unit and other Institute colleagues to plan and organise the delivery of solutions;</li><li>• Assist in course design, development and delivery to improve organisational and individual performance.</li></ul>

### **Principal Duties and Responsibilities**

- Assisting and supporting for the broad portfolio of work of the HRM Training and Consultancy Unit team
- Liaising with clients in identifying needs and working with HRM Unit colleague specialists in planning, organising and delivering training and development solutions
- Research and development work, and support to delivery, on the HRM Units short training programmes including obtaining, organising or developing training procedure manuals, guides or course materials such as handouts or visual materials
- Research and development work, and support to delivery, of the HRM Units Chartered Institute of Personnel and Development (CIPD) and Mediators' Institute of Ireland (MII) accredited programmes including updating of material and maintaining courses on Moodle
- Assist in the curation of digital content
- Assist in the evaluation of short courses and accredited programmes
- Research and support to specialists engaged on consultancy projects
- Planning and organising courses, conferences and forums for HRM practitioners and line managers to support their continuing professional development
- Actively engaging in continuing professional development
- To undertake such other duties as may be assigned from time to time

### **Person Specification**

The ideal candidate will have:

- A third level qualification, preferably at Masters level in a relevant subject area related to Human Resource Management;
- Attained or be working to attaining CIPD membership
- An ability to work as part of a team
- Good research, analytical and writing skills
- Good organisational skills and capable of working on own initiative
- Good computer skills and experience of using relevant software packages
- Good communication and interpersonal skills
- An understating of the role and objectives of the Institute
- An understanding of the public service and public administration
- A commitment to self-development and continuing professional development

**General Conditions**

This position will be filled on a permanent, contract or secondment basis. While the position is Dublin based a considerable proportion of our work is delivered in client organisations throughout Ireland and abroad on occasions. Members of the staff of the Institute may be required to attend meetings and other functions on occasions outside normal working hours.

**The salary scale for this position ranges from €34,263 - €54,656 (two LSIs) per annum pro rata.**

Closing date for receipt of application is 12.00 noon on Monday 29<sup>th</sup> July 2019

Please email a CV clearly stating the Title of the post applied for) and covering letter stating how you meet the requirements of the roles by 12.00 noon on Monday 29<sup>th</sup> July 2019 to [recruit@ipa.ie](mailto:recruit@ipa.ie)

July 2019