

TITLE OF POST:	HRM Specialist – HRM Training & Consultancy Unit - Training Division
GRADE:	3
REPORTS TO:	Senior HRM Specialist, HRM Training & Consultancy Unit, Training Division
JOB FUNCTION:	<p>The primary function of the HRM Specialist is to:</p> <ul style="list-style-type: none">▪ Lead on product and service design, development and delivery in the area of HRM Training and Consultancy services aimed at improving organisational and individual performance;▪ Engage with clients to identify needs and learning and development and consultancy solutions;▪ Work collaboratively with other HRM Unit specialist colleagues and with specialist colleagues across the Institute on the design and delivery of services.

Principal Duties and Responsibilities

1. To contribute to the design, development, organisation, administration and evaluation of specific training programmes and consultancy services delivered by the HRM Unit
2. To work as part of a team of HRM Unit Specialists in delivering the current range of HRM training and consultancy services, to the highest professional standards, to clients of the Institute
3. Present information using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures on a range of specific short and longer term accredited training and development programmes delivered by the HRM Unit
4. To maintain the highest quality assurance standards for Chartered Institute of Personnel and Development (CIPD) and Mediators' Institute of Ireland (MII) accredited programmes delivered by the HRM Unit
5. To assist in identifying HRM training and consultancy needs of existing and potential clients and to assist with the design and development of training/development programmes and other solutions to meet these needs
6. Obtain, organise or develop training procedure manuals, guides or course materials such as handouts or visual materials and design and curate digital content as appropriate
7. To participate and collaborate with other members of the HRM Unit and other Institute Units to deliver consultancy/development projects
8. To promote and market the specialist services of the HRM Unit and of the Institute
9. Actively engage in continuing professional development
10. To undertake such other duties as may be assigned from time to time.

Person Specification

Candidates must have:

- A relevant third level qualification (e.g. in Human Resource Management/IR areas) at Master's level or equivalent;
- CIPD and / or MII Membership;
- A proven track record in professional education, instructional design, development and delivery in the area of Human Resource Management;
- Ability to work individually but also as part of a team;
- Strong analytical, problem solving, communication, facilitation and interpersonal skills;
- Consultancy and report writing skills;
- Experience of standard IT based presentation aids and software packages;

- Generalist HR background.

Desirable

Specific experience in Mediation and Conflict Resolution and one or more of the following areas:

- Management experience, gained preferably in strategic and operational Human Resource Management;
- Experience of implementing HR Policy & Practice in areas such as Recruitment & Selection, Performance Management, Employee Engagement, Employee / Industrial Relations, Grievance & Discipline, Dignity at Work
- Knowledge of and/or experience of working in a public sector, state or public funded organisation
- Organisational Behaviour and Organisational Culture
- Employment Law

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 € €54,989 - €84,823 (two LSIs) per annum pro rata.

Closing date for receipt of application is 12.00 noon on Monday 29th 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 29th July 2019 to recruit@ipa.ie

July 2019