

JOB DESCRIPTION

Title:	HR Business Partner - Learning & Development
Location:	High Street, Dublin 8
Reporting to:	Director of HR
Primary Purpose:	Develop, deliver and evaluate the Learning and Development programme in Focus Ireland and support continuous improvement
Key Responsibilities:	Main responsibility for Learning & Development in the organisation. Act as HR Business Partner.

Learning and Development

1. Develop, deliver and evaluate in-house L&D programmes to support the Organisation's strategic objectives and ensure continuous development.
2. Support the continuous improvement of learning and development programmes by keeping abreast of best practices and new trends and developments in the area of Learning and Talent Management
3. To lead the roll out of the results of the training needs analysis and to develop the strategic Learning and Development strategy of the Organisation.
4. To provide effective coordination of all training from room booking, equipment, catering and training booking
5. Work with the senior management and line managers to ensure training needs assessments are conducted regularly.
6. Evaluate L&D programmes, learning methodologies, strategies and technologies to continuously improve learning and development programmes and ensure alignment with the Organisation needs.
7. Responsible for defining, developing and reporting L&D Key Performance Indicators and metrics
8. Co-ordinate the Organisation's annual internal training programme
9. Co-ordinate the induction, learning and development and on-going support needs of the Graduate (CSV) programme and ensure specific L&D activities are delivered
10. Pro-actively seek opportunities to develop employee skillset and expertise through external training and information sources
11. Monitor on-going training requirements for target groups (e.g. refresher workshops)
12. Co-ordinate the Organisation's induction programme for new hires
13. Design and deliver effective L&D and information workshops for Line Managers.
14. Evaluate the benefits of all training and development interventions through evaluating costs and assessing the value for money of courses/activities provided
15. Monitor the Learning and Development budget
16. Support and advise Managers and Teams in all areas of learning and development

17. Record all training and development records
18. Work collaboratively with stakeholders to ensure programmes are meeting overall Organisation needs
19. Be accountable for the quality and implementation of all elements of Learning and Development
20. Assist with other L&D matters and on-going projects as required

HR Business Partner

1. Influence and drive Continuous Improvement through creating and developing good working relationships with Managers and employees across all levels
2. Influence and establish credibility, trust and rapport with internal and external stakeholders to facilitate the accomplishment of work goals, coupled with the ability to gain commitment from others
3. Provide up to date advice and support around the legal and regulatory environment, and recommend solutions
4. Participate and advise at internal trainer forums i.e. Child Protection, Clinical Supervision, TCI trainer meetings

General

1. Work within the framework of the overall objectives of Focus Ireland.
2. Undertake such other duties as might be reasonably assigned from time to time in consultation with the line manager.
3. Be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or Health & Safety Representative
4. Be reasonably flexible in relation to the hours of work in order to meet the requirements of the role. Work during unsocial hours may be required.
5. Have a flexible approach to the work in response to organisational change, development and review of best practice.

Criteria for Role:

1. Relevant third level degree in HR, L&D field
2. Demonstrable learning and development experience
3. Experience of designing and delivering presentations and training programmes
4. Ability to influence across all levels and bring people on board
5. Knowledge and proficiency with training task analysis and development and implementation of training effectiveness assessments.
6. Excellent communication, report writing IT and analytical skills
7. Ability to work on own initiative and as part of a team
8. Ability to work well under pressure with excellent planning and organisational abilities