Grade IV Learning Development and Onboarding Specialist

Job Specification & Terms and Conditions

Job Title and Grade	Grade IV Learning Development and Onboarding Specialist
Closing Date	Tuesday 1st December 2026
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent
Salary Scale	The salary for this post ranges from €36,470 to € 56,017 per annum Secure unit allowance - €2,756.77
Working Hours	Full-time 35 hours per week
Annual Leave	28 days annual leave pro rata
Reporting Relationship	The person appointed to this position will report to the Learning & Development Manager or other Oberstown representative as appropriate.
Purpose of the Post	The key purpose of this important role is to ensure that all Training (including Learning & Development interventions) on the Oberstown Campus is planned, scheduled, recorded, evaluated, reported accurately and on time. This essential role will involve working collaboratively with multiple stakeholders on campus e.g. Health & Safety, Psychology and Operations. It will also involve hands on support for the training function at times including setup and delivery where appropriate. The role also involved the management of the onboarding processes up to and including the induction process. It is critical that new staff members are supported through the onboarding and induction processes. This role will report to and work closely with the Learning & Development Manager, Recruitment and the Operations team leadership or other appointed representatives for the Campus. The candidate will also be an integral part of and actively support the Human Resource function. This will include close engagement with and support to the full set of HR functions and processes as required.

Principal Duties and Responsibilities

Scheduling Training

- Manage the design, planning and production of the quarterly Training/Learning plan for Oberstown Campus.
- Pro-actively manage the delivery of the quarterly training plan and associated initiatives.
- Prioritise the effective delivery of all regulatory, legislative and mandatory programmes on campus.
- Ensure that weekly Training/Learning events are created and promoted on Intranet. This will include a fortnightly L&D update and plan published on Work Vivo.
- Ensure that all training interventions are **evaluated and recorded** in a timely fashion. Level 1 evaluation (evaluation sheets) will be conducted on the same day as delivery for all delivery modules and recording in the same week as training for all training.
- Ensure all Training venues are booked, stocked and facilitators have been contacted and scheduled to attend. Meet any training providers and ensure their safe engagement with Oberstown.
- Generate Training rosters for all staff based on availability and shift patterns.
- Manage effectively the full **onboarding and induction processes** for new staff and bring a continuous improvement approach to ensure the onboarding and induction processes are fit for purpose. The candidate will work closely and collaboratively with other HR functions and Training personnel on coordinating onboarding and induction and will have ultimate line responsibility for the provision of these important functions in HR.
- Using agreed processes, plan and schedule staff for relevant training. Communicate effectively with staff and line managers to ensure that maximum allowable participants attend training as scheduled.
- Manage all training providers internal and external ensuring smooth and timely communication and resolution of issues when they arise.
- Continuously improve the scheduling process with an emphasis on information technology as an enabler.
- Manage, communicate and track (report on) the annual spare time study process from end to end.
- Work pro-actively with all relevant stakeholders to support CORU registered employees to effectively capture the CPD element of their profession.
- Follow up with training attendees and their managers as required to ensure issues are resolved.
- Ensure that external facilitators are appropriately informed of requirements and that central/reception have all required details.
- Continuously scan the L&D environment for developments and initiatives and pilot new approaches as necessary.
- Work alongside management in designing TNAs for roles as required.

- Capture through various systems and input methods the development needs of the organisation and research how they can be effectively delivered on.
- Support Organisation psychology periodically e.g. participate in audits representing L&D/HR.
- Attend all mandatory HR activities including HR regular meetings.

Systems Management

- Ensure that all training records are up to date and using the embedded system, ensure forward-looking and a continuous improvement approach to compliance on Campus
- Run reports regularly and as requested for L&D Manager or equivalent and the Senior Management Team.
- Develop new reports with data insights on training, compliance and audit readiness
- Working with Training staff, ensure compliance rectification plans are initiated and followed through.

Record Management

- Maintain an accurate record of all training provided on and off campus for staff.
- Update records post-training and intervention and ensure reporting is up to date.
- Always keep hard copy of attendance and assessments sheets in good order.
- Track attendance and non-attendance against plan and schedules developed, ensure managers are aware of variances and escalate as appropriate.
- Ensure anomalies are highlighted and rectified

The above is not intended to be a comprehensive list of all duties involved. The post holder may be required to perform other duties appropriate to the post as assigned from time to time and to contribute to the development of the post while in office.

Confidentiality

In the course of employment, the successful candidate will have access to or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Professional Knowledge & Experience

- Displays high levels of skills/expertise in own area and provides guidance to colleagues.
- Display a confident and pro-active energy towards work that gets things done and closed out.
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the Organisation.
- Is committed to the role, consistently striving to perform at a high level.

Communications & Interpersonal Skills

- Ability to influence, get things done across the campus will be essential.
- Ability to manage internal and external stakeholders effectively.
- Persuasive and resilient in the face of complex challenges.
- Clear and concise communicator. Can use multiple channels.
- Good platform/presentation skills would be an advantage
- Ability to express requirements in understandable language for audience

Planning & Managing Resources

- Competent at creating annual and quarterly training plans with timelines and review point and following up on delays/issues.
- Procuring, using existing processes, goods and services as required for the Training unit.
- Ensure all training rooms and resources are in good order.

Team Working

- Work collaboratively in a HR team, helping to build a strong team culture.
- Role model effective team working through support, engagement and mutual learning/sharing.
- Be able to challenge within the effectively and respectfully.
- Take feedback from team colleagues and action accordingly.
- Priorities team meetings and come prepared to meetings.

Evaluating Information, Problem Solving & Decision Making

- Critical, systems thinking would be advantageous.
- Uses logic to problem solve.
- Good analytical skills.
- Can evaluate disparate information.
- Will make timely decisions based on subjective and objective data.

Eligibility Criteria Qualifications and/ or experience

- Primary degree in any discipline: Preferable
- At least 3 years, experience of working with detailed administration tasks (planning, rostering, scheduling, reporting, recording etc.): Desirable
- Experience of working within or collaborating with a Training function.
- Proven Project Management skills would be an advantage.
- Excellent organisational skills with the ability to manage and prioritise tasks in an effective manner to meet deadlines.
- Demonstrate proficiency in use of IT management systems and strong Microsoft Excel user.
- Excellent relationship management skills.
- Proven problem-solving skills.
- Strong knowledge of MS Office suite.
- Well-developed interpersonal skills with the proven ability to engage effectively and appropriately with internal and external stakeholders.
- Have a demonstrable can-do attitude and a proven ability of dealing and operating within changing task requirements.
- Demonstrates flexibility and openness to change.
- Ensures that customer service is at the heart of own work.

Application and Selection Process

How to apply

Applications must be made by submitting the following documents:

- A short cover letter outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive CV, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.

In order to apply for the post please forward the above requested information via email to recruitmentmail@oberstown.com before **1st December 2026 at 5pm**

Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include:

- Shortlisting of candidates on the basis of the information contained in their application.
- Competitive interview(s).

Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process. Candidates should make themselves available on the date(s) specified by Oberstown.

Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

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, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.