Enterprise Ireland

Job Title:	Digital Learning System Administrator
Grade:	Level C
Department/Division:	People and Transformation
Business Unit:	Organisation Change and Development
Reporting To:	OD Specialist Manager
Location:	East Point, Dublin
Job reference:	**EI.037.25E**
Closing Date:	**Tuesday, 1st July 2025**

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Applicants must have the legal right to live and work and be available to work in the location.
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Role Purpose

The Digital Learning System Administrator will support digital learning initiatives on the Learning Management System (LMS), and the administration of the new Performance Management system, within the Organisation Change and Development (OCD) function. They will also contribute to various skills development projects and help design and implement e-learning training interventions aligned with Enterprise Ireland's organisational goals under our THRIVE People Strategy. Reporting to the OD Specialist Manager, this role offers an opportunity to gain experience in skills development, digital learning and performance management across the organisation.

Key Deliverables:

- Support the creation and delivery of e-learning programmes via the LMS, and evaluate the effectiveness of digital learning initiatives and implement feedback-driven improvements
- Collaborate with stakeholders and manage external service providers for digital learning.
- Provide updates on the progress and impact of skills development and digital learning initiatives. Develop and Curate Digital Learning Resources
- Create and maintain a repository of digital learning materials, including videos, podcasts, and interactive content. Ensure that resources are regularly updated and aligned with best practices in digital education.
- Organise learning workshops both online and in-person for employees on the use of the LMS and other digital learning tools.
- Provide guidance on best practices in e-learning and encourage the adoption of digital resources across the organisation.
- Promote a Culture of Continuous Learning and Development by advocating the importance of skills development and digital learning within the organisation.
- Create a Digital Learning Community of Practice by establishing a community of practice for employees to share best practices, resources, and experiences related to digital learning.
- Support implementation and ongoing administration of the new Performance Management system including alignment to data sources, production of routine reports, trouble shooting and relevant stakeholder management.
- Support implementation of new Performance Management system modules as decided.

Functional Competencies (Key Skills & Knowledge):

- **E-Learning Development:** Basic understanding of developing and implementing e-learning training programmes is essential.
- **Digital Learning Tools:** Basic knowledge of digital learning tools, techniques, and best practices, along with proficiency in IT systems and technologies to drive effective learning is essential.
- **Task Management:** Ability to manage multiple tasks and meet deadlines is essential.
- **Interpersonal Skills:** Strong interpersonal and collaboration skills to work effectively with peers and senior leadership is essential.
- **Communication Skills:** Excellent oral and written English communication skills.
- **UX and Accessibility**: Understanding of User Experience (UX) design principles and Web accessibility principles is advantageous.
- **Authoring Tools:** Knowledge or experience with eLearning authoring tools such as Articulate 360, Adobe Captivate, Vyond, and H5P would be an advantage.
- **Performance Management Systems:** Familiarity with Performance Management systems like Cornerstone would be an advantage.
- **Relevant Qualifications:** Qualifications in HR, Project Management, Organisational Development, Digital Technology/Transformation, or related fields are advantageous.

Enterprise Ireland Behavioural Competencies

Results Focused
The ability to remain outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking
Actively encourages new ideas, experimentation and measured risk-taking, while always being on the look-out for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

Problem Solving and Decision-Making
The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused
The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and Enterprise Ireland strategy.

Communicating with Impact to Influence Others
Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking
Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing & Leading Change
Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Acting / Leading with Integrity
Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas.

Networking
Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Developing Yourself & Others
Creates an environment that enables others to excel in terms of job performance.

Salary Scale:

€31,233 to €57,445 per annum contributory superannuation
Rising to €59,318 by long service increments.

€29,953 to €54,719 per annum non-contributory superannuation
Rising to €56,483 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

** Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant.

Application and Selection Process:

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (template attached - maximum 2 pages) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of the supporting document accompanying your CV.

To apply for the position, send a detailed CV and a completed supporting document quoting reference number **EI.037.25E** to hrconnect@enterprise-ireland.com to be received **on or before Tuesday, 1st July 2025.**

All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact hrconnect@enterprise-ireland.com

ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON TUESDAY, 17TH JUNE 2025

Enterprise Ireland is an equal opportunities employer

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