



Role Profile

Job Title: Administrator – Learning & Development

Division/Function: HR

Reports to: Senior L&D Business Partner

Job Family: Corporate Services

Career Stream: Professional

Career Zone: Administrative Roles

Summary of the Business

The National Treasury Management Agency (NTMA) provides asset and liability management services to the Irish Government. It has evolved from a single function agency managing the National Debt to a manager of a complex portfolio of public assets and liabilities.

Businesses managed by the NTMA include borrowing for the Exchequer and the management of the National Debt, the State Claims Agency, the New Economy and Recovery Authority (“NewERA”), the Ireland Strategic Investment Fund and the National Development Finance Agency. The NTMA also assigns staff to the National Asset Management Agency, the Strategic Banking Corporation of Ireland (SBCI) and Home Building Finance Ireland (HBFI).

Working at the NTMA offers excellent benefits including:

- Flexible work options including remote working and variable work hours
- An extensive wellbeing programme
- Excellent learning and development opportunities that allow for full career development within the organisation
- A diverse range of initiatives: LGBT+, Gender Matters, Disability Awareness, Sports & Social, Volunteering and lots more.
- Reimbursement of annual professional membership fees
- Defined Benefit Pension Scheme

Role Summary

The purpose of this role is primarily to provide strong Administrative support for the small L&D team. The L&D Administrator acts as a professional and efficient first line of contact for enquiries to L&D and plays a part in promoting L&D programmes and events to the wider organisation. This is a key role, requiring strong administration and co-ordination skills and excellent interpersonal skills.

L&D Administration:

- Liaise with internal/external providers to schedule and coordinate the L&D calendar, building and maintaining effective working relationships
- Manage the smooth running and coordination of L&D events, including provision of resources e.g. room booking, accurate training materials, catering services etc., ensuring that support services are aligned effectively
- Arrange registrations for all learning events via the Learning Management System, monitoring attendance and collating course evaluations and feedback after the sessions
- Schedule and attend the NTMA induction programme for new joiners, acting as representative for the L&D and HR Teams
- Administer applications and payments for the Education Support Scheme (ESS)
- Book ad hoc external courses & conferences, ensuring effective liaison with attendees
- Act as the central point of connection for all L&D payments, processing Purchase Orders and payments on automated payments system, analyse and reconcile monthly credit card statements promptly
- Process professional subscriptions in a timely manner, liaise with payroll to ensure prompt reimbursement, maintain accurate digital paper trail, prepare reports as requested
- Manage calendar and coaching schedules for Senior Manager- L&D
- Ensure L&D records are comprehensive and accurately maintained
- Respond to and resolve any queries to the L&D mailbox, referring them on when appropriate

Other Duties

- Develop a good working knowledge of the Learning Management System (LMS)
- Assist with procurement process on an ad-hoc basis
- Act as first point of contact for L&D related enquiries
- Help to promote L&D, Digital Learning and L&D events as required
- Draft promotional communications for internal events
- Such other duties as may reasonably be required from time to time

Experience / Skills required for the role

- Minimum two years' office / work experience
- High standard of written and spoken English
- Strong communication and interpersonal skills
- Experience of Microsoft Office, competent use of Word/PowerPoint/Excel
- Flexible, able to work unsupervised
- Able to manage competing priorities
- Strong attention to detail
- Good co-ordination skills

Preferable:

- 3rd level Business Qualification
- Currently studying for a Learning and Development Qualification
- Some experience of events organisation/co-ordination
- Experience in a professional services organisation

If you are interested in applying for this position, please send your CV to Sarah.Lee@ntma.ie

The NTMA is a unique employer with a strong reputation of offering diverse career opportunities in Ireland.

Necessary arrangements can be made at interview stage to accommodate the needs of candidates with disabilities. If you are having difficulty uploading your CV online or in fully accessing any information on this site, please email Recruitment@ntma.ie