



Human Resources Department

Human Resource Officer

(12 month fixed term contract)

General Information

As Dublin City University moves into the next phase of its development with the roll out of the University' Strategic Plan, Transforming Lives and Societies 2012 -2107, the HR Department has a key role in supporting the University in achieving its objectives with a particular focus in the next three years on the incorporation of DCU, St Patrick's College in Drumcondra, Mater Dei, and CICE.

The University is organised around a number of academic faculties with their associated Schools and Research Centres. There are also a number of supporting offices and units together with campus companies. The Human Resources (HR) Department is a central administrative department, which is responsible for providing a complete Human Resources service to these faculties, departments and campus companies.

Overview of the Role

Reporting to the Human Resources Manager, the Human Resources Officer will have a key role in providing a comprehensive and professional service to Heads of Schools/Units and Campus Companies and their staff. Among its specific areas of responsibility are:

- The development, implementation and coordination of Human Resources policies and procedures
- Recruitment and selection
- Salary administration
- General Human Resources administration
- Employee relations
- Welfare

While this job description attempts to identify and highlight the key areas of responsibility associated with a Human Resources Officer post within the University, it is not exhaustive. The responsibilities of the post holder may change over time, in line with the needs of the HR Department and the wider university. A rotation of key areas of responsibilities will be the normal practice.

Principal duties and Responsibilities

- Provide a comprehensive and professional service to Heads of Schools/Units and Campus Companies on all HR related matters
- Co-ordinate and manage all arrangements as required, for the recruitment and selection of staff (both academic and support) including participation in interviews as appropriate
- Administration and management of contracts of employment including fixed term.
- Oversee and manage the provision of a comprehensive employee benefits package and provide a source of information, expertise and advice to staff members on the existing package of benefits including salary, hours, pension, leave, Salary Protection, VHI etc etc.
- Establish and maintain good working relationships with key personnel and staff within the organisation.
- Interpret and advise on employment legislation (in consultation with the HR Director, HR Manager and Employee Relations Manager)
- Assist with the implementation and co-ordination of all HR policies and procedures
- Be informed of superannuation administration including the requirement for maintenance of up-to-date and accurate personal superannuation information, the provision of advice on superannuation issues.
- Responsible for the accuracy of all information held on file (both manual and electronic) and for ensuring that the information is updated, maintained and used to its maximum effectiveness
- To liaise and develop good relations with other external bodies, in particular other third level institutions.
- Prepare and furnish statistical information to management, HEA and assist HR Director/Manager with the preparation of Human Resources Reports for Governing Authority and Executive.
- Any other duties and specific project work which may be assigned from time to time by the Director of Human Resources and/or the Human Resources Manager.

Qualifications and Experience:

The successful candidate will have the following:

- A primary degree, preferably in Human Resources or a related area and be a member of the CIPD
- A record of success of working in similar role within a Human Resources Department in a complex organisation (ideally a minimum of 6 years)

Personal Qualities

The successful candidate will have the ability to develop and maintain excellent working relationships. He/She will be flexible and demonstrate a high level of enthusiasm and energy with an ability to deal with high volumes of activities and complexity. The ability to work as part of a team is essential.

Contract and Salary Scale

The appointment will be made on a fixed term contract basis for a period of 12 months.

The salary scale for the role will be:

€45,452 to €54,974

€40,906 to €49,477*

* Applies to new entrants to the public sector after 1 January 2011.

Application Procedure

ALL APPLICATIONS MUST BE ACCOMPANIED BY A DCU APPLICATION FORM.

To apply for this position you must complete the following DCU application form

http://www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc and submit it to the above email

address by attaching it as a Word document or you can send it by post to: Human Resources Department, Dublin City University, Dublin 9.

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