



Human Resource Operations Manager

Human Resources Department

Applications are invited from suitably qualified candidates for the following position:

- Human Resources Operations Manager
- Human Resources Department
- Permanent Contract

Overview of the Role

Reporting to the Deputy Director, HR (Employee Relations and Operations), the HR Operations Manager will have a key role in supporting the connection of HR strategy to the various stakeholder groups at school/unit level and by developing localised HR solutions to meet particular requirements to support achievement of objectives.

Reporting to the Deputy Director, HR (Employee Relations and Operations), the HR Operations Manager will play a key role in the delivery of HR strategy through effective stakeholder management, the delivery of localised HR solutions and ensuring operational excellence in recruitment and selection activities.

Duties and Responsibilities:

Please refer to the job description for a full list of duties and responsibilities associated with this role.

Qualifications and Experience:

The successful candidate will have the following:

Essential

- A primary degree, preferably in Human Resources or a related area and be a member of the CIPD
- Significant experience of working in a Human Resources Department in either a HR Business Partner or HR Manager role within a complex environment
- A significant track record of success in providing comprehensive HR support to relevant business units within an organisation
- Extensive knowledge of participating in HR recruitment and selection activity and the development of associated policy and practice
- Track record of policy and procedure development
- Experience of playing a lead role in organisation wide projects/initiatives

Ideal

- Experience of managing, developing and motivating a HR professional service team
- Experience of providing HR support within a public sector environment, ideally within higher education
- Experience of dealing with employee relations issues
- Experience of providing HR support within a public sector environment, ideally within higher education
- Experience of using and ideally implementing a recruitment management system

The competencies which will be examined for this post are:

Leadership: Displays ability to lead, encourage and inspire others to achieve goals and objectives. Understands how individuals at all levels operates and uses this knowledge to positively influence achievement

Customer Focus and Building Relationships: Strives to ensure a high level of customer service is delivered at all times. Constantly strives to find new ways to increase the level of service provided to the customer. Has the ability to build effective working relationships with a wide range of stakeholders

Decision Making and Problem Solving: Has the ability to diagnose problems, identify the key issues and produce practical solutions.

Effective Communication and Influencing: Communicates information clearly and accurately both written and oral. Can communicate effectively to share information and gain understanding. Varies communication styles to suit the situation, when required.

Flexibility and Adaptability: Flexible and comfortable in adapting to changing work demands and practices. Able to respond well to unforeseen, different and challenging situations. Embraces change as an opportunity.

Informal Enquiries

Informal enquiries may be addressed to Mr. Gareth Yore, Deputy Director, HR (Employee Relations and Operations) gareth.yore@dcu.ie. Please do not send applications to this email address, instead apply as described below.

Closing Date: 26th July 2019

Salary: €51,992 - €73,828 (Administrator I)

*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale in line with current Government pay policy.

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC1308 Human Resource Operations Manager.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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