



Deputy Director of Human Resources

Human Resources Department

DCU

(Permanent)

General Information

Dublin City University is a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Excellence in education and research has led to DCU's consistent ranking among the world's leading young universities. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing university and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus).

The Human Resources Department

Dublin City University is organised around five 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.

As the University sets out to implement the Strategic Plan; *Talent, Discovery and Transformation 2017-2022*, the HR Department has a key role in supporting the University in achieving its objectives. In order to deliver on these objectives the Department is restructuring and is now seeking to appoint a Deputy Director of HR.

Overview of the Role

Reporting to the HR Director, the Deputy Director will assist the Director of Human Resources in the development and implementation of an excellent HR service to the University. The post will support and drive a number of strategic and operational HR initiatives and will work closely with members of the HR Management Team in achieving department objectives. In addition, s/he will deputise for the Director of HR as appropriate on internal and external committees.

Main Duties and Responsibilities

The appointee will be a Senior HR professional with significant management experience and a track record of developing and delivering HR strategy in the areas of HR Policy & Systems, Employee Relations, Resource Planning and Talent Acquisition, Business Partnering and Employee Engagement.

Duties and responsibilities will include but not be limited to:

- Working closely with Director of Human Resources and the management team within HR to ensure the alignment of the HR service to the University's Strategy and requirements.
- Refining and driving the implementation of the HR Strategic Plan to support the University in achieving its objectives also leading on aspects of the HR Strategy.
- Building effective HR Business Partner relationships across the University, becoming a trusted advisor to stakeholders, influencing and guiding on relevant people priorities and initiatives, and effectively delivering an excellent HR service.
- Providing leadership to a team of HR professionals and developing a seamless, 'end to end' service culture within the team, including identifying and implementing process engineering initiatives to improve efficiency and effectiveness of service delivery.
- Responsibility for supporting the ongoing professional development of his/her team through coaching, feedback, stretch assignments and other development methodologies.
- Collaborating with the HR Leadership Team, lead the development, implementation and maintenance of best practice HR Policies, specifically in the area of Recruitment and Selection with a particular focus on developing strategies to recruit and retain academic leaders in priority areas of research and scholarship in line with the University Strategy.
- Responsibility to ensure that HR retains & continues to implement the HR Excellence in Research Award.
- Responsibility for other HR initiatives including the design, development, and implementation of an enhanced performance management and development process, including identifying Key Performance Indicators based on best practice benchmarks for HR operations in exemplary International Universities.
- Managing and implementing projects related to areas of responsibility as required.
- Deputising for the Director of Human Resources as appropriate both internally and externally.
- Ensuring there is a stable and effective employee relations forum.

Responsibilities related to Resource Planning & Talent Acquisition

- Propose, develop and implement innovative and strategic HR programmes to attract, develop, motivate and retain the best qualified faculty and staff to deliver the University strategy.
- In partnership with Heads of Schools/Departments, design, develop and implement a resource planning approach, including succession planning that delivers the capability necessary for their areas of responsibility.
- Oversee the integration of a staff requisition process with best practice job design principles.
- Oversee the provision of management information to optimise staff deployment.
- Ownership of the recruitment and promotion policy to ensure operational alignment with the strategic requirements of the University.
- Develop the effectiveness and competence of the Resourcing, HR Services, Workforce Planning and Change functions of the University delivering excellence in these key areas.
- Develop and implement proposals to drive Workforce Planning, and Performance Management practices in the University.

Person Specification

Qualifications

- A minimum Primary Degree or equivalent ideally in a business or HR related area together with a relevant post-graduate qualification.
- Member of the Chartered Institute of personnel and Development (CIPD).

Knowledge & Experience (Essential & Desirable)

- Minimum of 10 years proven experience in Human Resources; ideally gained across a variety of organisations, with a minimum of 5 year's experience at management level.
- Experience in a large and complex organisation is expected and previous employment in a unionised and/or academic environment will be an advantage.
- A successful track record of working with professional/knowledge employees will be an advantage.
- A blend of experience across Employee Relations, Organisational Design and Development, Resource Planning, and Change Management activities.
- A good knowledge of Industrial Relations, Employment Law and HR trends and best practices are highly desirable, together with experience of direct dealing with unions.

- A practical appreciation of the challenges faced by a University in the context of ongoing public service reform.

In addition, candidates will be expected to have the following skills & competencies:

- Strong leadership skills and proven ability to motivate and develop direct reports to high levels of performance.
- Well developed influencing skills, proven ability to relate well to other people in a wide range of contexts and levels; as well as working collaboratively with a range of stakeholders.
- Strong organisational and prioritisation skills, with the capability to manage multiple priorities with competing priorities/deadlines.
- Excellent analytical skills including attention to detail combined with the skill to communicate concisely with senior colleagues and figures, both within and outside the University.
- An ability to innovate and apply HR best practice in a University environment.
- A commitment to personal learning and the ability to engage others similarly.

The ideal candidate will be expected to demonstrate:

- Excellent interpersonal skills with a proven ability to build positive relationships with key stakeholders and colleagues at all levels both internal and external.
- Excellent communication skills, both written and oral.
- Ability to work independently and proactively and respond to the changing demands that arise in a fast-moving University environment.
- Ability and willingness to work flexibly.

Salary Scale: €88,098 - €116,914 per annum (Administrator IV)

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.

Closing Date: 11th May 2018

Informal enquires: Informal enquiries should be directed to Ms. Marian Burns, Director of Human Resources. Email: marian.burns@dcu.ie Please do not send applications to this email address, instead apply as described below.

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: **#868 Deputy Director of Human Resources**

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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