



Human Resources Department

Human Resources Officer – Employee Relations (3 Year Fixed Term Contract)

General Information

Dublin City University was established in 1975 as the National Institute for Higher Education Dublin and was elevated to University status in 1989. The University delivers more than 120 programmes to over 10,000 students across its four faculties – Humanities and Social Sciences, Science and Health, Engineering and Computing and DCU Business School. The University's excellence is recognised internationally and it is ranked among the top 50 Universities worldwide under 50 (QS 'Top 50 under 50' 2012).

Dublin City 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 Employee Relations Manager the Human Resources Officer – Employee Relations will assist in ensuring that the employee relations agenda is met and delivered upon within the University, its research centres and campus companies.

Main Duties and Responsibilities

While this job description attempts to identify and highlight the key areas of responsibility associated with this role, 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.

Working closely with the Employee Relations Manager and the HR Officer team, the main responsibilities include but are not limited to the following:

- Play a lead role in developing and implementing a proactive employee relations programme in line with University policy to include the handling of industrial relations issues

- Proactively and positively manage the relationship with Trade Unions representing staff in the University including conducting regular monthly meetings
- Interpret and implement government directives, public sector service agreements and relevant legislation
- Represent the University at relevant Industrial Relations fora including WRC hearings
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- Manage and attend both formal and informal employee relations processes
- Undertake relevant industrial relations research with responsibility for the preparation of submissions for Industrial Relations fora including Conciliation, Adjudication and Labour Court hearings
- Policy development and implementation in conjunction with management, staff and Trade Unions
- Assist in supporting and developing the HR Officer team to deliver on the IR/ER agenda
- Liaise with and develop good relations with other external bodies, in particular Ibec and other third level institutions
- Establish and maintain good working relationships with key personnel and staff within the organisation
- Produce reports, statistics and updates for HR Management as and when required

Qualifications and Experience:

The successful candidate will have the following:

- A primary degree, preferably in Human Resources and/or Industrial Relations and be a member of the CIPD
- A record of success of working in an Employee Relations role within a Human Resources Department (minimum of 5 years)
- A strong knowledge of Irish Industrial Relations systems together with experience of implementing and managing proactive employee relations programmes, including dealing with third parties would be preferable
- A good understanding of semi-private / public sector employee relations would be an advantage
- Excellent planning, organising and work management skills
- Excellent interpersonal and communication skills
- Excellent negotiation and influencing skills

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, energy and drive with an ability to deal with and resolve complex matters. The ability to work as

part of a team is essential. In addition, the successful candidate will demonstrate a high level of credibility and integrity.

Salary Scale: €34,625 - €51,750/ €46,452 - €55,974

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Administrative Assistant (Grade IV) or Senior Administrative Assistant I (Grade V) salary scale in line with current Government pay policy.

Closing date: 30th November 2017

Application Procedure

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/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 # 715 Human Resources Officer – Employee Relations

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: Insert hr.applications@dcu.ie

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