



Human Resource Officer

Human Resources Department

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 Human Resources Manager, the Human Resources Officer will operate as a business partner and will have a key role in providing a comprehensive and professional service to Heads of Schools/Units and Campus Companies and their staff.

Specific areas of responsibility will include:

- 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 School, Units and Campus Companies and their staff 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. taking into account existing public sector directives
- 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/Managers with the preparation of Human Resources Reports for Governing Authority and Executive
- Undertake and assist on any relevant project work.
- Any other duties which may be assigned from time to time by the Director of Human Resources and/or a Human Resources Manager

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
- A record of success of working in similar business partner role within a Human Resources Department (minimum of 5 years)

Ideal

- Experience of providing HR support within a public sector environment, ideally within higher education

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. The ability to work as part of a team is essential.

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 # 714 Human Resources Officer.

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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