



Human Resource Operations Manager

Human Resources Department

Permanent or Fixed Term Five Year Contract

General Information

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

The Human Resources Department

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.

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 with a particular focus in the coming years on embedding the Incorporation and Integration of DCU, St Patrick's College in Drumcondra, Mater Dei, and CICE, together with its broader objectives to value and develop our staff community.

In order to deliver on these objectives the Department is re-structuring and is now seeking to appoint a Human Resource Operations Manager responsible for developing and maintaining strong connections to DCU Faculty through the delivery of comprehensive and professional HR services to Heads of Schools/Units, Research Centres, Campus Companies and their staff.

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 “client” groups through implementing the University-wide people strategy and at school/unit level and by developing localised HR solutions to meet particular requirements to support achievement of objectives.

Specific areas of responsibility:

- Provide a comprehensive and professional service to Heads of School, Units, Research Centres and Campus Companies and their staff on all HR related matters
- Manage, develop and motivate both the HR Business Partner and HR Recruitment and Selection teams
- Act as a trusted advisor and coach to University management supported by HR business partners through anticipating challenges and recommending enabling solutions
- Collaborate with the HR Management team and other units within the HR Department to shape and implement Human Resources strategy, policies and procedures
- Partner with all units of the HR Department to increase the visibility and relevance of the HR strategy amongst leaders
- Ensure that University-wide initiatives and solutions are rooted in reality to meet the needs of faculty and staff
- Enable effective leadership and decision-making on all people practices including organisational change, talent management, succession planning, performance management and employee relations
- Partner with employee benefits to provide effective salary guidance and administration services
- Leverage technical Human Resources and Employee Relations knowledge and experience to produce solutions and outcomes for faculties, business units and campus companies

The responsibilities of the post holder may evolve over time, in line with the needs of the HR Department and the wider university. A rotation of key areas of responsibilities, along with stretch assignments, will be the normal practice.

Principal duties and responsibilities:

- Manage, develop and motivate the HR Business Partner team to ensure a professional, proactive and comprehensive HR service is delivered to all faculties, business units and campus companies
- Manage the HR Recruitment and Selection team to ensure timely filling of open positions through internal or external selection processes
- 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

- Implement and manage best practice in the area of Recruitment and Selection with particular focus on recruiting and retaining academic leaders in research and scholarship.
- Manage the centralised recruitment team and ensure timely responses to University human capital requirements
- 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
- Interpret and advise on employment legislation (in consultation with the Deputy Director HR, 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
- Be 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
- Liaise and develop good relations with other external bodies, in particular other third level institutions
- Prepare and furnish statistical information 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 Deputy Director, HR

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 HR Manager role within a Human Resources Department (minimum of 5 years)
- Experience of managing, developing and motivating a high performing team

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.

Excellent communication and influencing skills and the ability to work as part of a team is essential.

Closing date: 28th November 2018

Salary scale: €56,443 - €89,840* (Administrator II)

**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 <https://www.dcu.ie/hr/vacancies/index.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 1045 HR 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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