



**HR Business Partner Team Lead (x 2)**

**Human Resources Department**

**Permanent**

### **General Information**

Dublin City University ([www.dcu.ie](http://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 has restructured its HR Operations function and is now seeking to appoint two team leads who will supervise the HR Business Partner and HR Administrative Support teams, respectively.

### **Overview of the Role**

Reporting to the HR Operations Manager the HR Business Partner Team Lead will have a key role in supporting the delivery of a comprehensive and professional HR service to key University stakeholders. S/he will have a HR Business Partner profile and will provide HR support to a specified number of business units in addition to having

supervisory responsibility for one of the respective HR teams. It is envisaged that the HR Team Lead will work in partnership with his/her counterpart, including providing supervisory cover for the other team as and when required.

**Principal duties and responsibilities:**

In conjunction with the HR Operations Manager, the HR Team Lead will undertake the following duties and responsibilities:

**Team Supervision**

- Supervise, motivate and assist in developing one of the two teams within the HR Operations function - HR Business Partner and/or HR Administrative Support to provide a comprehensive and professional service to Heads of School, Units and Campus Companies and their staff on all HR related matters
- Through consistent engagement with team members facilitate the achievement of team objectives, in particular ensuring regular and effective stakeholder engagement
- Through regular engagement with team members and key stakeholders ensure service levels are up to standard and are being consistently delivered
- Assist in developing system, policy and procedural improvements, including formulating new, or amending existing policies and procedures, SOPs, SLAs and Cheat Sheets
- Ensure there is sufficient cover within the team at all times and that all leave is managed effectively
- Ensure there is continuity of service by overseeing the use of the buddy system and work rosters
- Review and ensure there is a fair and consistent allocation of work amongst the team
- Actively participate on relevant project work including the: Recruitment Process Review; Research Career Framework; Athena Swan and HR Excellence Through Research

**HR Business Partner Duties:**

**Relationship Management**

- Provide a comprehensive and professional service to key University stakeholders and their staff on all HR related matters
- Establish and maintain good working relationships with key stakeholders within the University

**Recruitment and Selection**

- 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

**Contracts, Payroll and Benefits**

- Co-ordinate the administration and issuing of both permanent and fixed term contracts of employment to all relevant employees

- In conjunction with the contracts team manage the monthly payrun for all campus companies
- 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
- 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

### **Employee Relations**

- In consultation with the Employee Relations Manager and HR Operations Manager interpret and advise on employment legislation and resolve local level employee relations issues

### **General**

- 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
- Prepare and furnish statistical information to management, HEA and assist the HR Deputy Director and Managers with the preparation of Human Resources Reports for Governing Authority and Executive
- Any other duties which may be assigned from time to time by the Deputy Director of Human Resources (Employee Relations and Operations) 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 significant record of success of working as a HR Business Partner within a HR Operations function

#### **Ideal**

- Experience of supervising and motivating a number of employees under a direct reporting line, ideally in a Team Lead role
- Experience of developing HR administrative supports and formulating relevant documentation such as SOPs and SLAs
- Policy development experience
- Experience of playing a lead role in organisation wide projects/initiatives
- Experience of providing HR support within a public sector environment, ideally within higher education

### **Mandatory Training**

The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.

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

**Teamworking:** Works co-operatively and is a supportive member of a team. Contributes positively to the achievement of team objectives.

**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.

**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](mailto:gareth.yore@dcu.ie). Please do not send applications to this email address, instead apply as described below.

**Closing Date:** 26<sup>th</sup> July 2019

**Salary:** €48,468 - €65,543\* (Senior Administrative Assistant 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 <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 #NR001 HR Business Partner Team Lead.**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto: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](mailto:hr.applications@dcu.ie)

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