



HR Business Partner Team Lead (x 2)

Human Resources Department

Applications are invited from suitably qualified candidates for the following positions:

- HR Business Partner Team Lead (x2)
- Human Resources Department
- Permanent Contract

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.

Duties and Responsibilities:

Please refer to the job description for a full list of duties and responsibilities associated with this role.

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

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. Please do not send applications to this email address, instead apply as described below.

Closing Date: 26th 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 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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