Human Resources Assistant – Grade II

Human Resources Department

Permanent Contract

General Information
Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland’s fastest growing University and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick’s Campus; DCU All Hallows Campus). Excellence in its education and research activities has led to its consistent ranking in the top 50 of the of the world’s young universities (QS Top 50 under 50).

The 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 HR Operations Manager and the HR Team Lead the HR Assistant will be a member of the HR Business Partner Support team and will provide assistance in the provision of HR service under the general areas of:

- Recruitment and selection
- Employee Permits
- Payroll administration
- Probation administration
- General Human Resources administration

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

- Leaving certificate or equivalent (NFQ Level 5)
- A minimum of 3 years’ relevant office experience
- Excellent organisation and IT skills
- Excellent communication and social skills with a strong customer focus both internally and externally

Ideal
- 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 a similar role within a Human Resources Department
- Experience in the use of the CORE personnel database
- Experience of HR recruitment and selection processes and payroll administration

Skills
The successful candidate will be customer focused and will have excellent, organisation and IT skills with a high degree of proficiency in MS Word and Excel. He/she will be able to communicate effectively, will be flexible and demonstrate a high level of initiative, interest and energy with the competence to deal with high volumes of activities. The ability to work as part of a team is essential.

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 required.

Salary Scale: €27,614 - €34,130

Closing date: 18th February 2020

Informal Enquiries in relation to this role should be directed to: Mary Jennings, HR Department

Email: Mary.Jennings@dcu.ie or phone: 01 7006922

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

Application Procedure:

Application forms are available from the DCU Current Vacancies (internal applicants) website at http://www.dcu.ie/hr/vacancies/index.shtml and also from the Human Resources Department Tel:+353 (0) 1 7005149.

Applications should be submitted by e-mail to Susan.Healy@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #NR018 HR Assistant.

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.