HR Systems Assistant (18 month contract)
(Administrative Assistant Grade IV)
Human Resources Department

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 of the world’s young universities (QS Top 50 under 50).

Human Resources Department
The Human Resources Department is a busy and demanding office with responsibility for the management of the employee lifecycle from recruitment through to promotion and retirement. Central to HR activities is the CoreHR database which stores records of all employees and interfaces with related software modules that deliver payroll, pensions and timekeeping services. A system upgrade is planned for early 2020.

Role Profile:
Additional features and enhancements will be deployed following the CoreHR upgrade. This resource is required to assist the existing teams during and after the upgrade process. Reporting to the HR systems manager, the successful candidate will be required to work with the existing HR systems and data entry teams. The HR Systems Assistant will assist in ensuring that HR systems are effectively operated and maintained, and that the data held within HR databases is accurate and complete. The successful candidate will play a key role in ensuring that regular system upgrades are fully tested before deployment.

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

Candidate Requirements:
Essential
- A primary degree, preferably in IT or a related discipline.
- A record of working on HR or related database systems.
- Significant degree of technical competency including practical knowledge of databases and reporting tools.
Excellent planning, organising and work management skills.
Excellent stakeholder management and communication skills.
Evidence of having demonstrated excellent attention to detail in previous roles.

Desirable
- A strong knowledge of CoreHR Back office would be preferable.
- A strong working knowledge of BI Discoverer, Tableau or similar database reporting tools.
- Experience working with Therefore Records Management software is also desirable

Skills
The successful candidate will have the ability to develop and maintain excellent working relationships. The ability to work as part of a team is essential. The candidate will be flexible and demonstrate a high level of interest and energy with an ability to provide solutions to complex problems. The successful candidate will be a logical thinker with excellent communication skills.

Mandatory Training:
The postholder will be required to undertake the mandatory compliance training associated with the role. Other training may need to be undertaken when required.

Salary Scale: €35,939 - €53,715 (Admin Assistant)
Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Administrative Assistant salary scale, in line with current Government pay policy.

Closing date: Friday 14th February 2020

Application Procedure:
Application forms are available from the DCU Current Vacancies 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 hr.applications@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: #RF1322 HR Systems 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.