



## **JOB DESCRIPTION**

***HR Generalist (Professional 3)***  
***Human Resources Department***  
***Permanent Contract***

### **Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

## **Overview of the department**

Dublin City University is organised around five 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

## **Role Profile**

Reporting to the HR General Office Supervisor, the HR Generalist will work as part of the HR General Office team. The HR Generalist in partnership with the HR General Office Supervisor and the HR Management team will deliver an excellent comprehensive and professional service to employees of the University and Campus Companies along with supporting key stakeholders across the University.

While this job description attempts to identify and highlight the key areas and duties associated with a HR Generalist post within the University, it is not an exhaustive list. The tasks assigned to the successful individual may change over time, in line with the needs of the HR Department and the wider University. A rotation of key areas of responsibilities will be the normal practice.

### **Increments and Additional Leave**

- Manage the increments and additional leave process within the University.
- Work in partnership with the HR General Office team to allocate the required increments and additional leave for processing on a timely basis.
- Conduct monthly quality checks on the increments and additional leave processes.
- Train the HR General Office team on the increments and additional leave process.
- Liaise with the HR Business Partners, managers and all key stakeholders in relation to any queries or actions required.
- Identify any opportunities for improvements in the overall process and assist in the implementation.
- Keep up-to-date with new requirements in relation to increments and additional leave circulars etc.
- Update all relevant trackers and HR Systems with the relevant information and file all relevant employee documentation on the HR System Therefore.
- Provide status updates on the increments and additional leave process at team meetings or other relevant meetings.

### **Family Leave**

- Manage employee requests for all Family Leaves within the University.
- Work in partnership with the HR General Office team to allocate the processing of employee requests for family leaves on a timely basis.
- Conduct monthly quality checks and reports.
- Train the HR General Office team on all aspects of Family Leave.
- Liaise with the HR Business Partners, managers and all key stakeholders in relation to any queries or actions required.
- Ensure Family Leave processes are in line with the University policies, procedures and circulars.
- Keep up-to-date with employee legislation in relation to Family Leave and update the documentation and templates where relevant.
- Identify any opportunities for improvements in the overall process and assist in the implementation.

- Provide status updates on all forms of family leave at team meetings or other relevant meetings.

### **Employee Contracts**

- Generate employee contracts as part of the approvals process.
- Liaise with the HR Business Partners on any queries or clarifications in relation to employee contracts or SRA queries.
- Quality check employee contracts for accuracy.
- Distribute employee contracts to employees and support employee activities associated with the payroll process including the completion of starters, leavers and amendments.
- Action any HR queries from the ASKHR mailbox or requests directly from employees and key stakeholders within the University.
- Update all relevant trackers and HR Systems with the relevant information and file all relevant employee documentation on the HR System Therefore.
- Provide holiday cover for quality checking employee contracts for the HR General Office team or as the need arises.

### **Salary Certificates**

- Complete salary certificates requests for employees accurately and on a timely basis.

### **HR Reporting**

- Complete monthly HR reporting including the monthly Imminent Actions report on a timely basis and follow up any actions or queries as required.
- Identify any opportunities for improvements in the overall process and assist in the implementation. Assist with other Ad hoc HR projects where required.
- Generate other HR related reports as requested.

### **Standard Operating Procedures**

- Maintain the SOP's (Standard Operating Procedures) for the HR Processes: Increments & Additional Leave, all Family Leaves, Completion of Salary Certificates and Relevant HR Reporting.
- Ensure SOP's are accurate and up-to-date and are used as part of the training of the HR General Office team.

### **HR Administration**

- Any other duties which may be assigned from time to time by HR Management.

### **Qualifications and Experience**

**In addition to the Internal service criteria, the successful individual will have:**

#### ***Essential***

- A leaving certificate or equivalent.
- Must have a minimum of 5 years' relevant experience.
- Experience of HR administration and payroll processes.

#### ***Ideal***

- CIPD membership.
- A record of success of working in a similar role within a Human Resources Department.
- Experience of providing HR assistance within a public sector environment, ideally within higher education.

- Excellent IT skills.
- Experience in the use of COREHR/People Management.
- Ability to identify innovative opportunities and be adaptable.
- The successful individual will demonstrate a high level of initiative, interest and energy, with an ability to deal with both complex and high volume activities.
- Proven experience delivering high quality results with a strong focus on customer service.
- Excellent communication and interpersonal skills with the ability to maintain excellent working relationships with key stakeholders.
- Ability to demonstrate a high level of initiative.
- Strong focus on teamwork and partnership with all stakeholders.