



**Dublin City University
Human Resources Department
HR Systems Specialist (P3)
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.

The HR Systems Team play a key role in the efficient management of HR data by ensuring our IT systems support the business requirements of the HR Department. Central to HR activities is the CoreHR database which stores records for all employees and interfaces with related software modules that deliver contract history, identity management, payroll, pensions, and timekeeping services. The HR Systems Team also support the operation of the Therefore Records Management System for storing and retrieving documents relating to staff and HR processes. The HR Systems Team acts as a support and advisory service to other sections of the HR Department as regards IT systems and processes.

Role Profile

Reporting to the HR Systems & Freedom of Information (FOI) Manager, the Human Resources Department is currently seeking a candidate with excellent administrative, IT, communication and interpersonal skills, to provide administrative assistance to the HR Systems Team. The post holder will act as the first point of contact for all queries relating to HR IT systems from staff, managers and administrators. The post holder will ideally possess a strong customer focus with a passion for problem solving.

Duties and Responsibilities

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

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply.

Essential

- A leaving certificate or equivalent
- Candidates must have a minimum of 5 years' relevant experience in a systems-based environment.
- Be capable working on his/her own initiative and exercise a high level of judgement, confidentiality, and discretion.
- Have a strong customer service focus with a desire to support clients with complex problems.
- Experience of HR administration and HR Systems.
- Excellent IT skills and a good comprehension of system processes.
- Excellent communication and interpersonal skills with the ability to maintain excellent working relationships with key stakeholders.
- Ability to demonstrate a high level of problem solving.
- Strong focus on teamwork and partnership with all stakeholders.
- Ability to identify innovation opportunities and an adaptability within the remit of the role.

Please note staff must have successfully completed their probationary period.

In addition, the successful candidate will ideally have:

- A record of success of working in a similar role within a Human Resources Department.
- Experience of providing HR and HR systems assistance within a public sector environment, ideally within Higher Education sector.
- Experience in the use of the CoreHR/People Management or other HR systems.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Training will be provided on HR IT systems such as CoreHR, Therefore Records Management System and the Staff Request application (SRA) and any new systems that are introduced from time to time. Other training may need to be undertaken when required.

Salary Scale:

Professional 3 (P3) - €35,475 - €45,114

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Friday 15th July 2022

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Mr. Joe Maxwell, Human Resources Department, Dublin City University.

Phone + 353 (0)1 7007070 Email: joseph.maxwell@dcu.ie

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 website at https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1 (internal applicants)

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

#BC220621 HR Systems Specialist

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)