



Applications are invited from suitably qualified candidates for the following position

**Pensions Administration Assistant
Professional 3
Human Resources Department
12 Month Fixed Term Contract**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Human Resources Department

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 Pensions Manager, this role is responsible for supporting the development and implementation of a professional HR Pension service to current scheme members, former members and retired scheme members.

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

Please note staff must have successfully completed their probationary period

In addition, the successful candidate will ideally have:

- Strong IT skills with a high level of competency in MS Office applications e.g. Word and Excel. Experience of HR /Payroll systems would be an advantage.
- Excellent attention to accuracy and detail combined with an ability to communicate pension information concisely
- Strong organisational and prioritisation skills, with the capability to manage multiple priorities with competing priorities/deadlines
- An ability to deal with and resolve problems and escalate as appropriate
- Excellent interpersonal with a proven ability to build positive relationships
- Strong communication skills, both oral and written
- Ability to work independently, proactively and flexibly
- Ability to deal with confidential and sensitive information.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Professional 3 - € 37,039 - € 46,967 (refer to [DCU Payscales](#) for the applicable payscale for the role.)

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

Closing date: Thursday 16th February 2023

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

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

Ms Jennifer Butler, Pensions Manager, Human Resources, Dublin City University.

Phone + 353 (0)1 700 6348 Email: jennifer.butler@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

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:
Job Ref #NR136abc Pensions Administration Assistant

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](#)