



Applications are invited from suitably qualified candidates for the following position

**Employee Relations (ER) Business Partner  
Professional 5a (P5a)  
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.

**The Human Resources 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**

The ER Business Partner will report directly to the HR Deputy Director, Operations and Employee Relations to ensure that the employee relations agenda is delivered upon within the University, its research centres and campus companies.

### **Duties and Responsibilities**

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

### **Qualifications and Experience**

The successful individual will have the following:

#### **Essential**

- A primary degree, preferably in Human Resources and/or Industrial Relations
- A minimum of 5 years relevant experience, with a record of success working in a HR Operations and/or Employee Relations professional service role within a Human Resources Department
- Planning, organising and work management skills
- Interpersonal and communication skills, both written and verbal
- High level of attention to detail and excellent writing skills
- Excellent negotiation and influencing skills

#### **Ideal**

- A postgraduate qualification or specific training experience within Industrial Relations
- Knowledge of Irish Industrial Relations systems together with experience of implementing and managing proactive employee relations programmes, including dealing with third parties
- Experience of working as a HR/ER professional in a Higher Education institution
- A good understanding of semi-private / public sector employee relations

The successful individual will have the ability to develop and maintain excellent working relationships. The individual will be flexible and demonstrate a high level of enthusiasm, energy, resolve and drive with an ability to deal with and resolve complex matters. The ability to work as part of a team is essential. In addition, the successful individual will demonstrate a high level of credibility and integrity.

#### **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 5a (P5a) €51,313 - €69,391.

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

**Closing date:** 13<sup>th</sup> April 2022. It is envisaged that interviews will be held on 19<sup>th</sup> April 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 Gareth Yore, Deputy HR Director - Operations & Employee Relations, HR Department, Dublin City University.

Phone + 353 (0)1 700 6349 Email: [gareth.yore@dcu.ie](mailto:gareth.yore@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/vacancies-current-vacancies-external-applicants> (external applicants)

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #NR216 Employee Relations (ER) Business Partner**

*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](#)*