



JOB DESCRIPTION

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

While this job description attempts to identify and highlight the key areas of responsibility associated with this role, it is not exhaustive. The responsibilities of the post holder may change over time in line with the needs of the HR Department and the wider university.

Working as an integral member of the Employee Relations and HR Operations team the main responsibilities will include but are not limited to the following:

- In conjunction with the HR Deputy Director and the relevant HR Team Lead manage and co-ordinate all employee relations activities
- Assist and provide advice and guidance to both HR stakeholders and respective line managers on all relevant ER matters
- In conjunction with the relevant HR Team Lead provide advice and guidance to the Sick Leave administrator on both short and long term sick leave
- Collaboratively partner with the HR Team Lead on all relevant ER/IR issues
- Play a lead role in developing and implementing a proactive employee relations programme in line with University policy to include the handling of industrial relations issues
- Assist in proactively and positively managing the relationship with Trade Unions representing staff in the University including conducting regular monthly meetings
- Interpret and implement government directives, public sector service agreements and relevant legislation
- Represent the University at relevant Industrial Relations fora including WRC hearings
- Prepare ER/IR correspondence and submissions for all relevant issues
- Assist in managing both formal and informal employee relations processes
- Undertake relevant industrial relations research with responsibility for the preparation of submissions for Industrial Relations fora including Conciliation, Adjudication and Labour Court hearings
- Policy development and implementation in conjunction with management, staff and Trade Unions
- Assist in supporting and developing the HR Operations team to deliver on the IR/ER agenda
- Liaise with and develop good relations with other external bodies, in particular Ibec and other third level institutions
- Establish and maintain good working relationships with key stakeholders within the organisation
- Provide HR Operational support, including providing HR Business Partner support to a select number of business units
- Actively participate and collaborate with the HR Team Leads and HR Operations Management in ensuring the effective management and guidance of the HR Operations Team
- Actively participate in Department or University wide projects and initiatives

Produce reports, statistics and updates for HR Management as and when required.

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.