



**Human Resources Generalist
Professional 3
(Support Team) 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 Role

Reporting to the Recruitment & Selection Manager the role of the HR Generalist will encompass coordinating duties for the HR Support Team and direct support activities to the HR Business Partner Team. The postholder will provide support in the provision of HR service under the general areas of:

- Recruitment and selection
- Employment Permits

- Payroll administration
- Probation administration
- Garda Vetting
- General Human Resources administration

Principal duties and Responsibilities

While this job description attempts to identify and highlight the key areas of responsibility associated with the post, 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.

Co-ordination of duties

In conjunction with the Recruitment & Selection Manager ensure that all relevant activities are covered by the team. This will include the following:

- Organising the monthly roster to ensure duties are fairly delegated; ensuring there is fair rotation and that all team members are competent in key activities
- Acting as a point of contact for the Recruitment & Selection Manager and HR Team Leader on all team related issues
- Acting as a point of contact for the HR Business Partners to ensure the closest possible links between the two teams
- Identifying areas for improvement and proactively dealing with potential issues within the team
- Produce reports and statistics as and when required by the Recruitment & Selection Manager

Recruitment and Selection

Overall responsibility for the advertising of all vacancies within the University. Duties will include:

- Organise the advertising of roles as required on the appropriate media;
- Update SOPs when required;
- Responsible for all aspects of administration support regarding senior recruitment competitions;
- Maintain and further enhance the recruitment and selection/advertising log;
- Assist in the review and amendment of recruitment and selection documentation, including correspondence and policies and procedures;
- In conjunction with other colleagues in the support team, ensure all interview documentation is scanned and archived;
- Assist in the review and possible application of new recruitment methodologies and media;
- Assist in the preparation of candidate CVs for Governing Authority;
- Ensure all CV summaries are accurate for HR Business Partner approval and Governing Authority reports;
- Assisting the HR Business Partners on the preparation of interview documentation and other recruitment & selection activities if required;
- Ensure all interview facilities and equipment are maintained to a high standard;
- In conjunction with other colleagues in the Support Team, organise the collation of monthly recruitment and selection statistics and produce a monthly report for the Recruitment & Selection Manager.

Employment Permits

- Overall responsibility for the management of hosting agreement and other employment permit applications.

- Maintain the DCU employment permit log.
- Act as main point of contact with the Irish University Association regarding the processing of hosting agreements and represent the HR Department when required.
- Upload employment permit information on the employment permit database and Therefore.
- Ensure all HR Business Partners and HR Support team members are fully apprised of the hosting agreement process.
- Maintain and update when required, the DCU employment permit webpage. Re-design and implement a SOP regarding applying for permits.

Payroll Administration

- In conjunction with the Recruitment & Selection Manager assist in overseeing the payroll administration approval process for relevant staff requisitions; ensuring requisitions are processed accurately within the HR payroll timeframes.
- Produce CORE generated reports as and when required.
- Assist in the completion of requisition approvals for full time staff.

Probation Administration

- In conjunction with the Recruitment & Selection Manager oversee the probation administration process and ensure that all reminders are up to date
- Entering probation data on the relevant spreadsheet, HR systems; Core and Therefore.
- Ensuring the relevant sections of probation forms are brought to the attention of the relevant HRBP when applicable
- Ensure that the Line Manager is informed of probation review dates in advance.
- Bringing to the attention of the HR Management any relevant probation issues which may arise

Garda Vetting

- In conjunction with the Recruitment & Selection Manager manage all aspects of the administration processes associated with Garda Vetting

General Administration

- Collate data and manage communication relating to research funded audits
- Participate in and support Team, Department and University wide projects
- Deliver inductions and provide training to new Support Team staff.
- Any other duties which may be assigned from time to time by the Recruitment & Selection Manager and HR Team Leader.

Qualifications and Experience The successful candidate will have the following:

Essential

- Leaving certificate or equivalent (NFQ Level 5) or a relevant Business/Administration qualification
- Must have a minimum of 5 years relevant experience in a computerised office environment
- Experience of HR recruitment and selection processes and payroll administration
- Excellent organisation and IT skills
- Excellent communication and interpersonal skills with a strong customer focus both internally and externally
- Ability to demonstrate a high level of initiative.

Ideal

- A primary degree, preferably in Human Resources or a related area and be a member of the CIPD
- A record of success of working in similar role within a Human Resources Department
- Experience of providing HR support within a public sector environment, ideally within higher education
- Experience in the use of the CORE personnel database

Skills

The successful candidate will be customer focused and will have excellent, organisation and IT skills. They will be able to communicate effectively, will be flexible and demonstrate a high level of initiative, enthusiasm and energy with an ability to deal with high volumes of activities. The ability to work as part of a team is essential.