



Applications are invited from suitably qualified candidates for the following position:

**Human Resources Generalist
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.

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 DCU People Department is a central administrative department, which is responsible for providing a complete human resources service to these faculties, departments and campus companies.

The Role

Reporting to the HR Team Lead and HR Service Delivery Managers, the HR Generalist will work as part of the HR Service Delivery team with role responsibility for management of the Garda Vetting process. The HR Generalist in partnership with the HR Team Lead and HR Service Delivery Managers will deliver an excellent comprehensive and professional service to employees of the University and Campus Companies along with supporting key stakeholders across the University.

Principal Duties and Responsibilities

Please see attached job description for principal duties and responsibilities of the role.

Qualifications, Skills and Experience Required

In addition to the [Internal service criteria](#), the successful candidate will have:

Essential Criteria

- A leaving certificate or equivalent.
- Must have a minimum of 5 years' relevant experience.
- Experience of HR administration and payroll processes.

Desirable Criteria

- CIPD membership.
- Experience of managing and processing Garda Vetting
- Excellent organisation skills and attention to detail and ensuring the highest standards of administration are achieved.
- A record of success of working in a similar role within a Human Resources Department.
- Experience of providing HR assistance within a public sector environment, ideally within higher education.
- Excellent IT skills.
- Experience in the use of COREHR/People Management.
- The successful candidate will demonstrate a high level of initiative, interest and energy, with an ability to deal with both complex and high-volume activities.
- Proven experience delivering high quality results with a strong focus on customer service.
- Excellent communication and interpersonal skills with the ability to maintain excellent working relationships with key stakeholders.
- Ability to demonstrate a high level of initiative.
- Strong focus on teamwork and partnership with all stakeholders

Minimum Internal Service Criteria

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

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training.

They will also be expected to engage with DCU training on Gender, Equality, Diversity and Inclusion. Other training may need to be undertaken when required.

Salary Scale: Professional 3 Salary Scale - €37,780 - €47,906

**Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

Closing date: Friday 11th August 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. Amanda Jordan, HR Service Delivery Team Lead, Human Resource Department, Dublin City University.

Phone: (01) 700 6982. Email: amanda.jordan@dcu.ie

Application Procedure:

Application forms are available from the DCU Current Vacancies website at

<https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions>

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: #NR353 Human Resources Generalist

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](#)