



**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**

While this job description attempts to identify and highlight the key areas and duties associated with a HR Generalist post within the University, it is not an exhaustive list. The tasks assigned to the successful individual may change over time, in line with the needs of the DCU People Department and the wider University. A rotation of key areas of responsibilities will be the normal practice.

Duties and responsibilities may include but are not limited to the following:

### **Garda Vetting**

- Manage the administration of the Garda Vetting processes and procedures for staff at DCU (in consultation with the University Garda Vetting Liaison person for staff) and in line with the NVB (Children and Vulnerable persons) Act 2012-2016
- Manage the administration of Foreign Police Certification (FPC) in line with the University's GV Policy.
- Provide advice and guidance to Internal Stakeholders (including the HR Business Partners) regarding the garda vetting of staff to ensure compliance with legislation.
- Ongoing review and development of the GV process and procedures to ensure highest standards of administration are achieved to comply with GV legislation.
- Ongoing education and promotion of the University's obligations under the legislation to HR colleagues and key stakeholders e.g. Heads/Deans/Hiring Managers and administrators.
- Manage and administer the on-line vetting process (E-vetting) and all associated internal databases and reports to support staff vetting at DCU.
- Provide statistics and analysis reporting on the Garda Vetting process when required.

### **Salary Certificates**

- Manage the salary certificates process for accuracy and completion.
- Complete salary certificates requests where necessary on a timely basis.
- Quality checks all salary certificates completed by the team.

### **HR Reporting & Projects**

- Assist with monthly HR Reporting and activities and other HR related reports as requested.
- Identify opportunities for improvements in the HR processes and assist in the implementation.
- Generate & update the SRA status report on a daily basis.
- Allocate contracts to the HR Service Delivery team daily when required.

- Generate the Staff at Appointed status report on key dates in line with payroll deadlines.
- Data cleanse HR Reports with any outstanding records where necessary.
- Review the Imminent Action Report, Status report and staff at appointed reports for weekly paid employees and action accordingly.
- Complete monthly HR reporting including the Monthly Imminent Actions report on a timely basis and follow up actions or queries as required.
- Assist with varied HR Projects and initiatives and partner with the HR Service Delivery Managers and all key stakeholders as applicable.
- Generate other HR related reports as requested.

### **HR Administration & Support**

- Review and action the Payroll Instruction Sheet and allocate to the team where necessary.
- Complete sign-off of all activities on the Payroll Instruction Sheet on a monthly basis in line with payroll deadlines.
- Ensure all documentation is completed on all activities on the Payroll Instruction Sheet including leaver letters etc.
- Ensure compliance with audit requirements relating to HR and payroll processes and procedures.
- Provide status updates on areas of responsibility at team meetings or other relevant meetings.
- Keep up to date with employee legislation in relation to all elements of HR and highlight and document updates required.
- Action any HR queries from the ASKHR mailbox or requests directly from employees and key stakeholders within the University.
- Provide administrative cover and support within the team as and when required including HR and DCU Receptions.
- Provide a high level of customer service to all employees, visitors and the general public.
- Take a proactive approach to all queries ensuring they are followed up, closed or passed to the relevant stakeholder as appropriate.
- Develop and maintain strong working relationships across all levels of the DCU People Department and wider University.
- Ensure employee information is dealt with discreetly and confidentially at all times.
- Participate in and assist the team, department and University on ad hoc projects.
- Provide support to the wider HR Service Delivery team members when required.
- Any other duties which may be assigned from time to time by HR Management.

### **Employee Contracts**

- Generate accurate and high-quality employee contracts and documentation as part of the approvals process in a timely and consistent manner.
- Liaise with the HR Business Partners on any queries or clarifications in relation to employee contracts or SRA queries.
- Distribute employee contracts to employees and support employee activities associated with the payroll process including the completion of starters, leavers and amendments.
- Update all relevant trackers and HR Systems with the relevant information and file all relevant employee documentation on the HR System Therefore.
- Quality check contracts for compliance and accuracy on a daily basis, issue to the HRBP's for review and update all relevant trackers.

- Approve salaries in line with the quality checks.

#### **Increments, Additional Leave and Family Leave Requests**

- Provide support when required for the processing of Increments, Additional Leave and Family leave requests.

#### **Standard Operating Procedures**

- Maintain the SOP's (Standard Operating Procedures) for the HR Processes: Garda Vetting, Salary Certificates, Status Reports, Staff at Appointed Reports, HR Reporting, Quality control of contracts, Therefore and all areas of responsibility.
- Ensure SOPs are accurate and up-to-date and are used as part of the training of the HR Service Delivery Team.

#### **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.

**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](#)**