



**Dublin City University  
Human Resources Department  
HR Systems Specialist (P3)  
Permanent 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 almost 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 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.

The HR Systems Team play a key role in the efficient management of HR data by ensuring our IT systems support the business requirements of the HR Department. Central to HR activities is the CoreHR database which stores records for all employees and interfaces with related software modules that deliver contract history, identity management, payroll, pensions, and timekeeping services. The HR Systems Team also support the operation of the Therefore Records Management System for storing and retrieving documents relating to staff and HR processes. The HR Systems Team acts as a support and advisory service to other sections of the HR Department as regards IT systems and processes.

### **Role Profile**

Reporting to the HR Systems & Data Manager, the Human Resources Department is currently seeking a candidate with excellent administrative, IT, communication and interpersonal skills, to provide administrative assistance to the HR Systems Team. The post holder will act as the first point of contact for all queries relating to HR IT systems from staff, managers and administrators. The post holder will ideally possess a strong customer focus with a passion for problem solving.

### **Duties and Responsibilities**

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

### **Essential**

- A leaving certificate or equivalent
- Candidates must have a minimum of 5 years' relevant experience in a systems-based environment.
- Be capable working on his/her own initiative and exercise a high level of judgement, confidentiality, and discretion.
- Have a strong customer service focus with a desire to support clients with complex problems.
- Experience of HR administration and HR Systems.
- Excellent IT skills and a good comprehension of system processes.
- Excellent communication and interpersonal skills with the ability to maintain excellent working relationships with key stakeholders.
- Ability to demonstrate a high level of problem solving.
- Strong focus on teamwork and partnership with all stakeholders.
- Ability to identify innovation opportunities and an adaptability within the remit of the role.

### **Minimum Internal Service Criteria**

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

### **In addition, the successful candidate will ideally have:**

- A record of success of working in a similar role within a Human Resources Department.
- Experience of providing HR and HR systems assistance within a public sector environment, ideally within Higher Education sector.
- Experience in the use of the CoreHR/People Management, CoreTime or other HR systems.

### **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Training will be provided on HR IT systems such as CoreHR, Therefore Records Management System and the Staff Request application (SRA) and any new systems that are introduced from time to time. Other training may need to be undertaken when required.

### **Salary Scale:**

Professional 3 (P3) - €37,780 - €47,906

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

**Closing date:** Friday 2<sup>nd</sup> June 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. Norma Wilkinson, Human Resources Department, Dublin City University. Email: [norma.wilkinson@dcu.ie](mailto:norma.wilkinson@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/hr-current-vacancies-internal-competitions?check\\_logged\\_in=1](https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1)

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:**  
**#BC220621a HR Systems Specialist**

*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](#)*