



Applications are invited from suitably qualified candidates for the following position

**Talent Acquisition Specialist
Professional 5A
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.

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 (commercial) 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.

A key element of the DCU Strategic Plan is the development and implementation of a Human Capital Plan focusing on strategic recruitment and retention and the further enhancement of recruitment and selection processes. In order to deliver on these objectives, the Department is now seeking to appoint a Talent Acquisition Specialist.

Overview of the Role

Reporting to HR Service Delivery Management, and in conjunction with the HR Service Delivery team, the Talent Acquisition Specialist will be responsible for leading on the successful delivery of all aspects of the recruitment and selection process across the university concerning attraction, interviewing and assessment.

Duties and Responsibilities

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

Qualifications and Experience:

The successful candidate will have the following:

Essential

- A primary degree, preferably in Human Resources or a related area
- A minimum of three years' experience working in recruitment and selection in either a Specialised Recruitment Organisation or as an In-house Recruitment Specialist
- Expertise in tailored approaches and innovative sourcing channels towards attracting talent
- Extensive knowledge of recruitment trends, tools and technology
- Ability to provide a customer-focused service, to work in a team and under tight deadlines and to manage multiple priorities simultaneously while remaining result oriented
- Extensive track record of policy and procedure development
- Highly developed communication skills, both written and oral

Ideal

- Experience of using recruitment automation software, in particular CORE Recruit
- Experience of providing HR support within a public sector environment, ideally within higher education
- Experience in developing and managing trainee and graduate programmes
- Experience of playing a lead role in organisation wide projects/initiatives

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Professional 5A - €53,381- €72,188 refer to [DCU Payscales](#) for the applicable payscale.

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

Closing date: Friday 10th February 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 Sharon Gaffney, Recruitment & Selection Manager, Human Resources Department, Dublin City University.

Email: sharon.gaffney@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/vacancies-current-vacancies-external-applicants>

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:
#NR281 Talent Acquisition 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](#)