



**Talent Acquisition Specialist
Professional 5A
Human Resources Department
12 Month Fixed Term Contract**

Introduction

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 & Responsibilities

The duties and responsibilities of this post will include, but are not limited to the following:

Day to Day Recruitment & Selection Activity

- Provide ongoing support to the HR Operations Management and the HR Business Partners in the effective delivery of recruitment and selection activity across the university
- Sit on a selection of interview boards across all areas of the university and act as cover colleagues when required

Recruitment & Selection Activity Enhancement

- Support end to end recruitment to ensure timely turnaround times and a first-class experience for all stakeholders
- Monitor and improve the time to hire candidates across all vacancies
- In conjunction with the HR Service Delivery Managers and the respective stakeholders identify hard to fill/long term vacancies and apply proactive recruitment techniques to address the issue
- Act as a key driver in the design and implementation of improvements and enhancements to the University's Recruitment & Selection policy and associated processes and documentation
- Liaise with the University Communications Department in developing standard University promotional materials for use in all recruitment and selection campaigns and in updating the relevant DCU website pages
- Assist the integration of processes with any new recruitment automation software
- Support the integration of the newly launched *Professional Development Framework* into the recruitment processes and procedures of administrative, support and technical staff
- In conjunction with Learning and Organisational Development colleagues, redesign and implement enhanced interview skills training for board members, internal candidates and HR practitioners
- Develop with HR Operations colleagues, Relocation and New Starter support material to be provided to international and national new hires
- In conjunction with the HR Business Partners, facilitate intake meetings to determine specific hiring needs and provide realistic timeline overview for hiring managers
- Assess the effectiveness of the recruitment and selection process through stakeholder feedback, including HR colleagues
- Provide regular reports and updates to HR Management and stakeholders regarding recruitment metrics and delivery to assist in managing stakeholder expectations regarding service delivery, particularly during peak times
- Assess return on investment on current advertising avenues and other recruitment tools and explore and identify new and innovative options for discussion with HR Management
- Ensure the maintenance of recruitment systems on a daily basis to ensure information is kept up-to-date

- Liaise closely with the organisational resource planning function and ensure close links on headcount management, talent development and succession planning
- In conjunction with HR Management, HR Business Partners and Hiring Managers, understand both current and future organisation talent needs across all business units and collaborate with stakeholders for effective execution of requirements
- Identify and attract talent into the business from a wide variety of on and offline sources (e.g. social networks, developing networking channels etc.)
- In conjunction with HR Management, look to develop market mapping and talent pipelines across the university to support future growth to bring a more strategic focus to recruitment
- In conjunction with the Hiring Manager and HR Management and the relevant HR Business Partner, manage senior role recruitment projects as required

Other Duties

- Actively participate as a member of the HR Department and collaborate with colleagues in other HR disciplines to shape and implement Human Resources strategy, policies and procedure
- Any other duties which may arise during the course of the role

Person Specification

The successful candidate will:

- A strong team player with a drive to contribute to and further develop the team
- Have the ability to develop and maintain excellent working relationships. They will be flexible and demonstrate a high level of initiative, interest and energy with an ability to deal with high volumes of activities
- Have a strong stakeholder focus and operate comfortably in advising and assisting line managers, even in situations where difficult conversations are required
- Be comfortable in managing multiple priorities at all times including those of high pressure
- Be curious and eager to learn and demonstrate ability to navigate ambiguous situations

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

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](#)