



JOB DESCRIPTION

**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.

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.

Role Overview

Reporting to the HR Service Delivery Manager the HR Generalist will provide a comprehensive and professional service to key stakeholders including Executive Dean of Faculty, Heads of School and Heads of Units/Centres/Companies and their staff. The role is designed to provide a development pathway towards future HR Business Partner roles, which may arise.

Duties and Responsibilities

While this job description attempts to identify and highlight the key areas of responsibility associated with a HR Generalist post within the University, it is not exhaustive. The responsibilities of the post holder may change over time, in line with the needs of the HR Department and the wider university. A rotation of key areas of responsibilities will be the normal practice.

Duties and responsibilities may include but not be limited to:

Relationship Management

- In collaboration with the HR Business Partner, provide a comprehensive and professional service to key stakeholders including the Executive Dean of the Faculty, Heads of School and Heads of Units/Centres/Companies and their staff on all HR related matters.
- Attend key stakeholder meetings with the Business Partner.
- In conjunction with the HR Business Partner manage and action all relevant emails and queries which arise in support of the relevant units and associated stakeholders.
- Develop close and effective working relationships with both the HR Business Partner and the key stakeholders to ensure HR policies and processes are implemented within the areas they support.

Recruitment & Selection

- Assist in the co-ordination and administration of all pre and post recruitment and selection activities as required, for the recruitment and selection of staff including participation in interviews as appropriate.
- Participate in interviews at certain grade levels.
- Provide the HR Business Partner and key external stakeholders with efficient, timely and accurate information to enable both forward planning and measurement of staffing-related activities.
- Assist in the review and amendment of recruitment and selection documentation, including correspondence and policies and procedures.
- In conjunction with the HR Business Partner and other Support Team colleagues, ensure all aspects of the recruitment and selection activities are delivered to a high standard.

Employee Relations & Probation Support

- Provide support to the HR Business Partner in the management of employee relations queries, including liaising with Line Managers and minute taking at formal meetings.
- Assist the relevant HR Business Partner in all aspects of the probation process.
- Proactively assist with the management of probations, bring to the attention of the HR Business Partner any relevant probation issues which may arise.
- Ensure that the Line Manager and HR Business Partner are informed of probation review dates in advance, send follow up correspondence as required.
- Liaise with the HR Support Team with regards to the probation administration process including ensuring all probations are recorded accurately on all HR Systems; Core, Therefore and the relevant spreadsheet.

Contracts of Employment Administration, Payroll and Benefits

- In conjunction with the HR Business Partner, manage the monthly payroll requirements for the respective units within the payroll timelines.
- Provide administration support with the administration of both permanent, (CID) and fixed term contracts of employment to all relevant employees.
- Assist with the generation and dissemination of the contract management and payroll reports to the HR Business Partner and relevant units.

- Provide support to the HR Business Partner team in the administration of employee benefits including salary, hours, pension, leave, salary protection, VHI etc. taking into account existing public sector directives.

Employment Permits

- Assist when required in the preparation of hosting agreements and other employment permit applications.
- Act as point of contact with HR Business Partners and employees regarding the employee status of those employees requiring an employment permit.

General Human Resources Administration

- Actively participate as a member of the HR Operations team and assist colleagues as and when required by undertaking work outside of the role allocation.
- Actively participate on relevant project work assigned to the HR Operations.
- Collate data and manage communication relating to research funded audits.
- Responsible for the accuracy of all information held on file (both manual and electronic) and for ensuring that the information is updated, maintained and used to its maximum effectiveness.
- Assist with the preparation of statistical information to management, HEA and assist HR Deputy Director (Employee Relations and Operations) and Human Resources Operations Manager with the preparation of Human Resources Reports for Governing Authority and University Executive.
- Any other duties which may be assigned from time to time by HR Management.

Qualifications and Experience

- A primary degree, preferably in Human Resources or a related area and be a member of the CIPD
- A record of success of working in a similar role within a Human Resources Department
- Experience of providing HR support within a public sector environment, ideally within higher education
- Experience in the use of the CORE personnel database