



Applications are invited from suitably qualified candidates for the following position

**Human Resources Assistant
Professional 2
Human Resources Department
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 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 Profile

Reporting to the HR Service Delivery Manager the HR Assistant 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.

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

- Leaving certificate or equivalent (NFQ Level 5)
- A minimum of 3 years' relevant office experience
- Excellent organisation and IT skills
- Excellent communication and social skills with a strong customer focus both internally and externally

Ideal

- 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 in the use of the CORE personnel database
- Experience of HR recruitment and selection processes and payroll administration

Skills

The successful candidate will be customer focused and will have excellent, organisation and IT skills with a high degree of proficiency in MS Word and Excel. He/she will be able to communicate effectively, will be flexible and demonstrate a high level of initiative, interest and energy with the competence to deal with high volumes of activities. The ability to work as part of a team is essential.

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 2 - € 30,322- € 37,236 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:
Job Ref #NR283 Human Resources Assistant**

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](#)