



JOB DESCRIPTION

**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

While this job description attempts to identify and highlight the key areas of responsibility associated with the post, it is not exhaustive. The remit of the post holder may change over time, in line with the needs of the HR Department and the wider university.

Recruitment & Selection

- Provision of comprehensive assistance for recruitment and selection competitions which will include the following:
- Assist in the advertising of all vacancies within the University on the appropriate media
- Registering candidate information on CORE, acknowledging candidate applications and collating information in a competition file
- Inviting candidates to interview both by phone and follow up email
- Regretting unsuccessful candidates via official documentation
- Ensuring all competition documentation is produced to a high standard.
- Booking rooms, organizing catering, making travel/accommodation arrangements for interview candidates and interview board members
- Organisation of skype and/or video conferencing if required
- Preparing the interview venue prior to the interview
- Meeting candidates on the day of the interview and directing them to the interview venue if required
- Following up on competitions post interview and undertaking associated duties such as regretting unsuccessful candidates and the processing and tracking of travel expense claims and relocation expenses etc.
- Ensure all interview documentation is archived and added to Therefore.
- Assist in the review and amendment of recruitment and selection documentation, including policies and procedures
- Assist in the review and possible application of new recruitment methodologies and media
- Ensuring all CVs for Governing Authority are prepared to a high standard.

Employment Permits

- Assist in the preparation of hosting agreements and other employment permit applications
- Upload employment permit information on the relevant database
- Acting as point of contact with HR Business Partners and employees regarding the employee status of those employees requiring an employment permit.

Payroll Administration

- Ensure all part time staff requisitions are processed accurately within the HR payroll timeframes.
- Assist where required on the completion of monthly payroll requirements such as the production and distribution of imminent access reports

General Administration

- Provide administrative cover within the team as and when required
- Collate data and manage communication relating to research funded audits
- Amend and update the DCU HR webpages
- Participate in and assist Team, Department and University wide projects
- Any other duties which may be assigned from time to time by the HR Director and/or the HR Service Delivery Manager

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

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](#)