



Applications are invited from suitably qualified candidates for the following position

**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.

The post holder will provide support in the provision of HR service under the general areas of:

- Management of relationships with key stakeholders
- Recruitment & Selection
- Employee Relations & Probation support
- Contract of employment and payroll administration
- Employee Permits
- General Human Resources administration

### **Duties and Responsibilities**

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

### **Qualifications and Experience**

In addition to the [internal service criteria](#), the ideal candidate will have:

#### **Essential**

- Leaving certificate or equivalent (NFQ Level 5)
- Relevant Business/Administration qualification
- Must have a minimum of 5 years' relevant experience in a computerised office environment
- Experience of HR recruitment and selection processes and payroll administration
- Excellent organisation and IT skills
- Excellent communication and interpersonal skills with a strong customer focus both internally and externally
- Ability to demonstrate a high level of initiative.

#### **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 of providing HR support within a public sector environment, ideally within higher education
- Experience in the use of the CORE personnel database

### **Skills**

The successful candidate will be stakeholder focused and will have excellent organisation, and IT skills. They will be able to communicate effectively, will be flexible with the ability to form strong working partnerships with the HR Business Partners and other colleagues within the HR Operations Support team. The successful candidate will demonstrate a high level of initiative, enthusiasm and energy, with an ability to deal with both complex and high volume activities.

### **Essential Training**

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

**Salary Scale:** Professional 3 €37,780 to €47,906

**Closing date:** Wednesday, 19<sup>th</sup> April 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](mailto: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/hr-current-vacancies-internal-competitions>

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref #NR319 Human Resources Generalist**

*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](#)*