



Applications are invited from suitably qualified candidates for the following position

**Senior Pensions Officer  
Professional 5  
Human Resources Department  
Permanent (Full-time)**

**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.

**Overview of the department**

The Pensions Section of the HR Department is responsible for the management and administration of the DCU Superannuation Scheme, the Single Public Service Pension Scheme and the Colleges of Education Pensions Scheme. In addition, the team supports the administration of the DCU ESS DAC Pension Scheme.

## **Role Profile**

Reporting to the Pensions Manager, the Senior Pensions Officer is responsible for supporting the development and implementation of a professional HR Pension service to current scheme members, former scheme members and retired staff. In addition, this role deputises for the Pensions Manager when required.

## **Duties and Responsibilities**

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

Please note staff must have successfully completed their probationary period.

## **Minimum Internal Service Criteria**

Please note that [internal service criteria](#) will apply

**In addition, the successful individual will ideally have:**

- A minimum of 3 years' experience in public service pension administration.
- Excellent working knowledge of pensions legislation with particular reference to the Public Sector Schemes.
- Excellent analytical skills with attention to detail combined with an ability to communicate concisely with all levels of staff both within and outside the University
- Excellent understanding of the importance of stakeholder engagement and ability to respond to stakeholder needs and manage expectations.
- Be a self-starter with a proven ability to exercise initiative and good judgement
- Highly developed organisational and administrative skills with the ability to prioritise, set clear priorities and effectively meet deadlines.
- An ability to deal with and resolve complex problems and escalate as appropriate
- An ability to innovate and apply HR best practice in respect of pensions administration
- Excellent interpersonal with a proven ability to build positive relationships
- Excellent management/supervisory skills
- Excellent communication skills, both written and oral
- Ability to work independently, proactively and flexibly

## **Essential Training**

The individual will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

## **Salary Scale:**

Professional 5 - €53,242 - €64,147

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

**Closing date:** Friday, 23<sup>rd</sup> June 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. Jennifer Butler, Pensions Manager, Human Resources, Dublin City University.

Phone + 353 (0)1 7006348 Email: [jennifer.butler@dcu.ie](mailto:jennifer.butler@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?check\\_logged\\_in=1](https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1)

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:**

**#NR340 Senior Pensions Officer**

*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](#)*