



## **JOB DESCRIPTION**

### **Human Resources Business Partner (Professional 5) Human Resources Department Fixed Term - 12 Month 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**

The Human Resources function builds and supports an environment and culture in which staff can develop, flourish and contribute to the achievement of DCU's goals. The Department supports the implementation of the DCU Strategic Plan and the continuous evolution of our staff community and shared culture ('Our DCU').

In order to deliver on the strategic objectives of the University and enhance the service provision, the HR Operations function has been restructured into three service delivery streams, led by three HR Service Delivery Managers. We are now seeking to appoint a HR Business Partner to work with the HR team in developing and maintaining strong connections to the DCU staff community through the delivery of comprehensive and professional HR service to our stakeholders.

## **Overview of the Role**

Reporting to the HR Service Delivery Manager the HR Business Partner 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.

Specific areas of responsibility will include:

- Management of relationships with key stakeholders
- Employee Relations
- Recruitment & Selection
- Resource Planning
- Contract Management and Salary Administration
- Employee Welfare
- General Human Resources administration

While this job description attempts to identify and highlight the key areas of responsibility associated with a HR Business Partner 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.

## **Principal 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 must have a primary degree preferably in Human Resources or a related area and ideally be a member of the CIPD. The successful candidate will have a significant record of success of working in a similar Business Partner role (minimum of three years) within a Human Resources Department.

### **Essential**

- Have the ability to develop and maintain excellent working relationships. Be flexible and demonstrate a high level of initiative, interest and energy with an ability to deal with high volumes of activities,
- Be comfortable in advising and assisting line managers and colleagues on medium level employee relations issues as and when they arise,
- Be comfortable in managing multiple priorities in all periods, including those of high pressure,
- The ability to work as part of a team and assist colleagues in reaching collective objectives.

### **Desirable**

- Experience of providing HR support within a public sector environment, preferably within higher education,
- Be curious and eager to learn and demonstrate the ability to navigate ambiguous situations.

### **Minimum Internal Service Criteria**

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

### **Essential training**

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

*The postholder 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 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 22<sup>nd</sup> of September 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:**

Talent Acquisition Specialist, Claire Hamill, Human Resource Department, Dublin City University.

Email: [claire.hamill@dcu.ie](mailto:claire.hamill@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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #NR360 HR Business Partner**

*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](#)*