



## **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.

## **Areas of Focus**

- Work with key stakeholders including the Executive Dean of Faculty, respective Heads of Schools and Head of Units/Centres/Companies to ensure resource planning, talent management and succession planning objectives are met,
- Implementation of Recruitment and Selection framework to meet stakeholders resource requirements,
- Advise on employee relations and employee welfare issues,
- Participate as an active member of the team on various HR project's needs.

## **Key Duties and Responsibilities**

Duties and responsibilities will include but not be limited to:

### **Relationship Management**

- 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 on all HR related matters,
- Develop close and effective working relationships with the key stakeholders to ensure HR policies are implemented and HR services are integrated to meet operational needs and HR activities are aligned with DCU's human resource strategy.

### **Employee Relations & Welfare**

- In consultation with the HR Service Delivery Manager and Employee Relations Officers, interpret and advise on employment legislation,
- Act as the first point of contact for line managers in assisting and advising on employee relations and employee welfare issues,

- Advise line managers with regard to issues related to the management of staff performance, probations or absenteeism, in order to assist them in handling/resolving the matter.
- Advise line managers in ensuring high performing staff are recognised and developed.
- In conjunction with the Employee Relations Officers and the Sick Leave administrator, assist in the management of long-term sick leave cases and patterns of sick leave.

### **Resource Planning and Recruitment & Selection**

- Engage in resource planning with the key stakeholders including Executive Dean of Faculty, Heads of School and Heads of Units/Centres/Companies to ensure an effective recruitment and selection plan is in place
- In conjunction with the HR Support team, co-ordinate and manage all pre and post recruitment and selection activities as required, for the recruitment and selection of staff including participation in interviews as appropriate.
- Provide key stakeholders with efficient, timely and accurate information to enable both forward planning and measurement of staffing-related activities.
- Work with line managers in ensuring the retention and development of high performing staff.

### **Contracts Administration, Payroll and Benefits**

- Co-ordinate the administration and issuing of both permanent and fixed term contracts of employment to all relevant employees,
- In conjunction with the contracts team and HR Generalist, manage the monthly pay run for areas of responsibility,
- Provide a source of information, expertise and advice to staff members on the provision of a comprehensive employee benefits package including salary, hours, pension, leave, income continuance, health insurance etc. taking into account existing public sector directives,
- Be informed of superannuation administration including the requirement for maintenance of up-to-date and accurate personal superannuation information, the provision of advice on superannuation issues.

### **General**

- Work with the HR Service Delivery Manager in reviewing HR policies to determine they remain fit for purpose for areas of responsibility.
- Participate as a member of the HR Business Partner team and assist colleagues as and when required by undertaking work outside of the role allocation.
- Participate on relevant project work assigned to the HR Business Partner team.
- Responsible for the accuracy of all information held on file (both manual and electronic) and for ensuring that the information is updated, maintained, and used to its maximum effectiveness,
- Prepare and furnish statistical information to management, HEA and assist and the Human Resources Manager with the preparation of Human Resources Reports for Governing Authority and University Executive
- Implement and maintain the highest professional standards for all human resource activities in accordance with university policy and best practice.

Any other duties, which may be assigned from time to time by the Human Resources Manager.

## **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.

***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](#)***