



Applications are invited from suitably qualified candidates for the following position

***HR Generalist – Professional 3
Human Resources Department
Fixed Term Contract – 11 Months***

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

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 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 General Office Supervisor, the HR Generalist will work as part of the HR General Office team. The HR Generalist in partnership with the HR General Office Supervisor and the HR Management team will deliver an excellent comprehensive and professional service to employees of the University and Campus Companies along with supporting key stakeholders across the University.

While this job description attempts to identify and highlight the key areas and duties associated with a HR Generalist post within the University, it is not an exhaustive list. The tasks assigned to the successful individual 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.

Duties and Responsibilities

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

Minimum Internal Service Criteria

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

Essential

- A leaving certificate or equivalent.
- Must have a minimum of 5 years' relevant experience.
- Experience of HR administration and payroll processes.

Please note staff must have successfully completed their probationary period

In addition, the successful individual will ideally have:

- CIPD membership.
- A record of success of working in a similar role within a Human Resources Department.
- Experience of providing HR assistance within a public sector environment, ideally within higher education.
- Excellent IT skills.
- Experience in the use of COREHR/People Management.
- Ability to identify innovative opportunities and be adaptable.
- The successful individual will demonstrate a high level of initiative, interest and energy, with an ability to deal with both complex and high volume activities.
- Proven experience delivering high quality results with a strong focus on customer service.
- Excellent communication and interpersonal skills with the ability to maintain excellent working relationships with key stakeholders.
- Ability to demonstrate a high level of initiative.
- Strong focus on teamwork and partnership with all stakeholders.

Essential Training

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

Salary Scale:

Professional 3 - € 37,039.00 - € 46,967.00

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

Closing date: Friday, 13 January 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. Irene Murphy, HR Manager, Human Resources Department, Dublin City University.

Phone + 353 (0)1 7005488 Email: Irene.Murphy@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

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref #ST1796 HR 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](#)