



JOB DESCRIPTION

Human Resources 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.

HR Reporting

- Generate & update the SRA status report on a daily basis.
- Allocate contracts to the HR General Office team daily.
- Generate the Staff at Appointed status report on key dates in line with payroll deadlines.
- Data cleanse HR Reports with any outstanding records where necessary.
- Review the Imminent Action Report, Status report and staff at appointed reports for weekly and monthly paid employees and action accordingly.
- Complete monthly HR reporting including the Monthly Imminent Actions report on a timely basis and follow up actions or queries as required.
- Identify any opportunities for improvements in the overall process and assist in the implementation.
- Generate other HR related reports as requested.

Salary Certificates

- Manage the salary certificates process and allocate the completion of salary certificates to the team on a timely basis.
- Complete salary certificates requests where necessary.
- Quality check all salary certificates completed by the team.

HR Administration

- Review and action the Payroll Instruction Sheet and allocate to the team.
- Complete sign-off of all activities on the Payroll Instruction Sheet on a monthly basis in line with payroll deadlines.
- Ensure all documentation is completed on all activities on the Payroll Instruction Sheet including leaver letters etc.
- Ensure compliance with audit requirements relating to HR and payroll processes and procedures.
- Provide status updates on areas of responsibility at team meetings or other relevant meetings.
- Assist with the Family Leave, Increments and Additional Leave when required.
- Keep up-to-date with employee legislation in relation to all elements of HR and highlight and document updates required.
- Assist with other Ad hoc HR projects where required.

Employee Contracts

- Generate employee contracts as part of the approvals process.
- Liaise with the HR Business Partners on any queries or clarifications in relation to employee contracts or SRA queries.
- Distribute employee contracts to employees and support employee activities associated with the payroll process including the completion of starters, leavers and amendments.

- Action any HR queries from the ASKHR mailbox or requests directly from employees and key stakeholders within the University.
- Update all relevant trackers and HR Systems with the relevant information and file all relevant employee documentation on the HR System Therefore.
- Quality check contracts for compliance and accuracy on a daily basis, issue to the HRBP's for review and update all relevant trackers.
- Approve salaries in line with the quality checks.

Standard Operating Procedures

- Maintain the SOP's (Standard Operating Procedures) for the HR Processes: Salary Certificates, Status Reports, Staff at Appointed Reports, HR Reporting, Quality control of contracts, Therefore and all areas of responsibility.
- Ensure SOP's are accurate and up-to-date and are used as part of the training of the HR General Office team.

HR Administration

- Any other duties which may be assigned from time to time by HR Management.

Qualifications and Experience

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

Essential

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

Ideal

- 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.