



## **Recruitment & Selection Manager**

### **Human Resources Department**

#### **3 Year Fixed Term Contract**

#### **Introduction**

Dublin City University [www.dcu.ie](http://www.dcu.ie) is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

#### **The Human Resources Department**

A key element of the DCU Strategic Plan *Talent, Discovery and Transformation 2018-2022* is the development and implementation of a Human Capital Plan focusing on strategic recruitment and retention and the further enhancement of recruitment and selection processes. In order to deliver on these objectives, the Department is now seeking to appoint a Recruitment & Selection Manager.

#### **Overview of the Role**

Reporting to the HR Deputy Director, (Operations & Employee Relations) and in conjunction with the HR Operations team, the Recruitment & Selection Manager will be responsible for managing the successful delivery of all aspects of the recruitment and selection process across the university. This newly created role has a strong HR Management focus. The postholder will play a key role in the overall management of the HR Operations function.

## **Duties and Responsibilities**

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

## **Person Specification**

The successful candidate will:

- Be a strong team player with a drive to contribute to and further develop the team
- Have the ability to develop and maintain excellent working relationships. They will 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, even in situations where difficult conversations are required
- Be comfortable in managing multiple priorities at all times including those of high pressure
- Be curious and eager to learn and demonstrate ability to navigate ambiguous situations

## **Qualifications and Experience:**

The successful candidate will have the following:

### **Essential**

- A primary degree, preferably in Human Resources or a related area
- Significant experience of working in recruitment and selection in either a Specialised Recruitment and/or HR Manager/Business Partner role
- Expertise in tailored approaches and innovative sourcing channels towards attracting talent
- Extensive knowledge of recruitment trends, tools and technology
- Ability to provide a customer-focused service, to work in a team and under tight deadlines and to manage multiple priorities simultaneously while remaining result-oriented
- Extensive track record of policy and procedure development
- Highly developed communication skills, both written and oral

### **Ideal**

- Experience of using recruitment automation software, in particular CORE Recruit
- Experience of providing HR support within a public sector environment, ideally within higher education
- Experience in developing and managing trainee and graduate programmes
- Experience of playing a lead role in organisation wide projects/initiatives

## **Essential Training**

The postholder 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:** Administrator 1: €54,500 - €77,637

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

**Closing date:** 7th February 2022

For more information on DCU and benefits, please visit [Why work at DCU?](#)

**Informal Enquiries in relation to this role should be directed to:**

Mr Gareth Yore, Deputy HR Director - Operations & Employee Relations, Human Resources Department, Dublin City University.

Phone +353 1 700 6349 Email: [gareth.yore@dcu.ie](mailto:gareth.yore@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> (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 #BC1308a Recruitment & Selection Manager**

*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](#)*