



Recruitment & Selection Manager

Human Resources Department

3 Year Fixed Term Contract

Introduction

Dublin City University 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 & Responsibilities

The duties and responsibilities of this post will include, but are not limited to the following:

Policy, Process and Documentation Development

- Manage the ongoing review, design and implementation of improvements and enhancements to the University's Recruitment & Selection policy and associated processes
- Review and enhance existing recruitment and selection documentation, including correspondence templates, job descriptions and adverts
- Redevelop and enhance the existing recruitment and selection website and all associated documentation
- Develop standard University promotional materials for use in all recruitment and selection campaigns
- Assist the integration of processes with the new recruitment automation software
- Support the integration of the newly launched *Professional Development Framework* into the recruitment processes and procedures of administrative, support and technical staff
- In conjunction with Learning and Development redesign and implement enhanced interview skills training for board members, internal candidates and HR practitioners
- Develop role brochures for senior roles and redevelop the information web page for new starters.
- Develop relocation and new starter support material to be provided to international and national new hires

Activity Management

- Provide ongoing support to the HR Operations Management and the HR Business Partners in the effective delivery of recruitment and selection activity across the university
- Ensure recruitment and selection activity for HR Business Partners is at all times at sustainable levels
- Assist in managing stakeholder expectations regarding service delivery, particularly during peak times
- In conjunction with the HR Business Partners instigate intake meetings and provide realistic timeline overview for service users
- Participate on interview boards as the HR representative as and when required
- Assess the effectiveness of the recruitment and selection process through stakeholder feedback, including HR
- Assess return on investment on advertising avenues and other recruitment tools and provide regular reports to HR Management
- Ensure the maintenance of recruitment systems on a daily basis to ensure information is kept up-to-date
- Support end to end recruitment to ensure timely turnaround times and a first class experience for all stakeholders
- Manage the University's Academic Promotion Committee and annual academic promotion calls at a University and Faculty level
- Liaise closely with the organisational resource planning function and ensure close links on headcount management, talent development and succession planning

Proactive Talent Recruitment and Retention

- In conjunction with HR Management, HR Business Partners and Hiring Managers, understand both current and future organisation talent needs across all business units and collaborate with stakeholders for effective execution of requirements
- Identify new recruitment channels, sourcing, screening, interviewing and assessing candidates, monitoring pipelines through to negotiation and candidate acceptance
- Identify and attract talent into the business from a wide variety of on and offline sources (e.g. social networks, developing networking channels etc.)
- In conjunction with HR Management look to develop talent pipelines across the university to support future growth to bring a more strategic focus to recruitment
- In conjunction with the Hiring Manager and HR Management and the relevant HR Business Partner manage senior role recruitment projects as required
- Assist with the management of the presentation, selection, offer, negotiation, closing, and administrative components involved in full lifecycle recruiting including development of sourcing strategies to ensure a diverse, qualified candidate pool for management consideration

Other Duties

- Undertake a small HR Operations support allocation in order to fully understand the HR Operations function
- Actively participate as a member of the HR Operations team and collaborate with other sections within the HR Department to shape and implement Human Resources strategy, policies and procedure
- Assist with the implementation of various HR projects and initiatives which have University wide impact
- Any other duties which may arise during the course of the 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