Applications are invited from suitably qualified candidates for the following position:

Dublin City University
Human Resources Department
Equality, Diversity and Inclusion Manager (Administrator I)
Fixed Term Three Year Contract

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterised by a focus on innovation and entrepreneurship and a track record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

The Human Resources Department (HR)

HR provides a comprehensive human resources service to approximately 3,400 staff based in the Faculties, Departments, Research Centres and Campus Companies of the University. It is responsible for managing all aspects of the employee life cycle through their career with the University and also provides support to its retired community of c. 460.   HR also plays an important role in the governance, management committees and strategic project groups of the University.

The HR Mission for the University and its staff is to be an employer of choice that builds a staff community where each of its members can flourish and thrive in a work environment that is stimulating, rewarding and respectful.   Each staff member should be provided with the opportunity and supports to achieve their full potential while successfully contributing to the University's strategic goals.

Equality, Diversity and Inclusion (EDI) Unit

Based within the HR, Learning and Development function the EDI Unit strives to deliver on the university's commitment to a culture that is inclusive at all levels and in every system and process, where students, faculty and staff demand the highest standards from each other. Through our commitment to equality, diversity and inclusion, we will create a workplace that embraces and celebrates our visible and invisible differences.

Reporting to the Deputy Head of Learning and Development, the Equality, Diversity and Inclusion Manager will be responsible for managing the strategic and operational elements of the University's EDI vision and commitments.

Role Purpose

The successful candidate will act as the custodian and champion of the University's Equality, Diversity and Inclusion (EDI) Strategic Vision. They will provide and implement solutions to complex EDI challenges within the framework of relevant legislation. The role-holder is expected to deliver expert advice and guidance, and develop and implement strategic policies, practices and action plans.

The EDI Manager is required to be proactive and keep abreast with developments in equality, diversity and inclusion across the Higher Education sector and beyond and any changes in relevant legislation, keeping up-to-date with local and national initiatives. The role-holder will also play a key role in delivering internal CPD to the HR department to ensure all HR colleagues are up to date on the latest legislation, thinking and practice in EDI matters.

Duties and Responsibilities

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

Qualifications and Experience

The successful candidate will have:

- A primary degree and ideally a postgraduate qualification in Equality, diversity and Inclusion, Human Resources, or related fields.
- A minimum of 5 years' relevant experience.
- Proven track record in development and implementation of EDI policies, procedures and initiatives in a large organisation.

Person Specification

- Ability to use strategic and innovative thinking to influence across functions to achieve desired outcomes
- Excellent interpersonal skills with an ability to build relationships and collaborate at all levels, including senior management
- High level of professionalism, personal integrity and dependability
- Adept at working in a cross-functional environment in a highly-collaborative manner
- An ability to conceptualise solutions when faced with complex challenges
- Proven ability to manage projects from inception to completion and within budget
- Excellent communication skills – written and verbal

Mandatory Training

Post holders will be required to undertake the following mandatory compliance training: GDPR and Compliance. Other training may need to be undertaken when required.

Salary Scale: Administrator I €53,960 – 76,622
*Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

Closing date: 23rd November 2020

Informal Enquiries in relation to this role should be directed to: Ms. Fiona Carvill, Learning and Development Operations Manager. Email: fiona.carvill@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 (open Competitions) website at http://www.dcu.ie/vacancies/current.shtml. 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 #BC2009 Equality, Diversity and Inclusion Lead

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml