



Advert

Human Resources Department Human Resources Business Partner Permanent 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

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 (commercial) 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 Overview

Reporting to the HR Operations Manager and HR Business Partner Team Leader, the HR Business Partner will provide a comprehensive and professional service to key stakeholders including Executive Dean of Faculty, Heads of School and Heads of Units/Centres/Companies and their staff.

Areas of Focus

- Work with key stakeholders including Executive Dean of Faculty, respective Heads of Schools and Head of Units/Centres/Companies to ensure resource planning, talent management and succession planning objectives are met
- Implementation of Recruitment and Selection framework to meet stakeholders resource requirements
- Advise on employee relations and employee welfare issues
- Participate as an active member of the team on various HR projects needs

Qualifications and Experience

The successful candidate must have a primary degree preferably in Human Resources or a related area and ideally be a member of the CIPD. The successful candidate will have a significant record of success of working in similar Business Partner role (minimum of three years) within a Human Resources Department.

Essential

- 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 and colleagues on medium level employee relations issues as and when they arise
- Be comfortable in managing multiple priorities in all periods, including those of high pressure
- The ability to work as part of a team and assist colleagues in reaching collective objectives

Ideal

- Experience of providing HR support within a public sector environment, preferably within higher education
- Be curious and eager to learn and ability to navigate ambiguous situations

Closing Date: 28th September 2021

Salary Scale: €49,179 to €59,260

Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scale, in line with current Government pay policy.

Informal Enquiries to: Ms. Catriona Coffey, HR Operations Manager.

Email: catriona.coffey@dcu.ie

Please do not forward applications to this email address. The procedure outlined below should be followed:

Application Procedure: Application forms are available from the DCU Current Vacancies website at <http://www.dcu.ie/hr/vacancies/index.shtml> Applications should be submitted by email to hr.applications@dcu.ie

For Further information about DCU and benefits visit: [Why work at DCU?](#)

Please clearly state the role that you are applying for in your application and email subject line: #NR174 Human Resources Business Partner.

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](#)