



JOB DESCRIPTION

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.

Specific areas of responsibility will include

- Management of relationships with key stakeholders
- Employee Relations
- Recruitment & Selection

- Resource Planning
- Contract Management and Salary Administration
- Employee Welfare
- General Human Resources administration

While this job description attempts to identify and highlight the key areas of responsibility associated with a HR Business Partner post within the University, it is not exhaustive. The responsibilities of the post holder 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.

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

Key Duties and Responsibilities

Duties and responsibilities will include but not be limited to:

Relationship Management

- 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 on all HR related matters
- Develop close and effective working relationships with the key stakeholders to ensure HR policies are implemented and HR services are integrated to meet operational needs and HR activities are aligned with DCU's human resource strategy.

Employee Relations & Welfare

- In consultation with the HR Operations Manager and Employee Relations Officers, interpret and advise on employment legislation
- Act as the first point of contact for line managers in assisting and advising on employee relations and employee welfare issues
- Advise line managers with regard to issues related to the management of staff performance, probations or absenteeism, in order to assist them in handling/resolving the matter
- Advise line managers in ensuring high performing staff are recognised and developed
- In conjunction with the Employee Relations Officers and the Sick Leave administrator, assist in the management of long term sick leave cases and patterns of sick leave

Resource Planning and Recruitment & Selection

- Engage in resource planning with the key stakeholders including Executive Dean of Faculty, Heads of School and Heads of Units/Centres/Companies to ensure an effective recruitment and selection plan is in place
- Co-ordinate and manage all pre and post recruitment and selection activities as required, for the recruitment and selection of staff including participation in interviews as appropriate
- Provide key stakeholders with efficient, timely and accurate information to enable both forward planning and measurement of staffing-related activities

- Actively work with line managers in ensuring the retention and development of high performing staff

Contracts Administration, Payroll and Benefits

- Co-ordinate the administration and issuing of both permanent and fixed term contracts of employment to all relevant employees
- In conjunction with the contracts team manage the monthly pay run for areas of responsibility
- Provide a source of information, expertise and advice to staff members on the provision of a comprehensive employee benefits package including salary, hours, pension, leave, income continuance, health insurance etc. taking into account existing public sector directives
- Be informed of superannuation administration including the requirement for maintenance of up-to-date and accurate personal superannuation information, the provision of advice on superannuation issues

General

- Work with the HR Operations Manager in reviewing HR policies to determine they remain fit for purpose for areas of responsibility
- Actively participate as a member of the HR Business Partner team and assist colleagues as and when required by undertaking work outside of the role allocation
- Actively participate on relevant project work assigned to the HR Business Partner team
- Responsible for the accuracy of all information held on file (both manual and electronic) and for ensuring that the information is updated, maintained and used to its maximum effectiveness
- Prepare and furnish statistical information to management, HEA and assist HR Deputy Director (Employee Relations and Operations) and Human Resources Operations Manager with the preparation of Human Resources Reports for Governing Authority and University Executive
- Implement and maintain the highest professional standards for all human resource activities in accordance with University policy and best practice

Any other duties which may be assigned from time to time by the Deputy Director of Human Resources (Employee Relations and Operations) and Human Resources Operations Manager.

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 demonstrate ability to navigate ambiguous situations

Essential training

The post holder will be required to undertake the following essential training: Interview Skills and Unconscious Bias, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.