



Applications are invited from suitably qualified candidates for the following position

Human Resources Operations Manager - Administrator II

Human Resources Department

Permanent Contract

Dublin City University

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

The Human Resources function builds and supports an environment and culture in which staff can develop, flourish and contribute to the achievement of DCU's goals. The Department supports the attainment of objectives outlined in the DCU Strategic Plan 2018-2022 including the evolution of our staff community and shared culture ('Our DCU').

Our DCU outlines the University's ambitions for a shared culture that enables us to flourish, for professional and social connection, for dialogue where we share information and views, for recognition of our contribution and achievements, and for our personal and professional wellbeing.

In order to deliver on these objectives, the Department is now seeking to appoint a Human Resource Operations Manager responsible for developing and maintaining strong connections to DCU Faculty and staff through the delivery of comprehensive and professional HR services to Heads of Schools/Units and Campus Companies and their staff.

Overview of the Role

Reporting to the HR Deputy Director, (Operations & Employee Relations), the HR Operations Manager will have a key role in supporting the connection of HR strategy to the various stakeholder groups at school/unit level and by developing localised HR solutions to meet particular requirements to support achievement of objectives.

Duties and Responsibilities

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

Qualifications and Experience

The successful candidate will have the following:

Essential

- A primary degree, preferably in Human Resources or a related area and be a member of the CIPD
- Significant experience of working in a Human Resources Department in either a HR Business Partner or HR Manager role within a complex environment
- A significant track record of success in providing comprehensive HR support to relevant business units within an organisation
- Extensive knowledge of participating in HR recruitment and selection activity and the development of associated policy and practice
- Extensive track record of policy and procedure development
- Experience of playing a lead role in organisation wide projects/initiatives

Ideal

- Experience of managing, developing and motivating a HR professional service team
- Experience of providing HR support within a public sector environment, ideally within higher education
- Experience of dealing with employee relations issues
- Experience of providing HR support within a public sector environment, ideally within higher education
- Experience of using and ideally implementing various HR systems including personnel databases and recruitment management
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Person Specification

The successful candidate will:

- 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 in all periods, including those of high pressure
- Have a strong desire to develop colleagues within the team to meet their maximum potential
- Be curious and eager to learn and demonstrate ability to navigate ambiguous situations

Salary Scale: Administrator 11 - €58,580 - €95,076.

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

Closing date: 25th October 2021

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 Director of Operations & Employee Relations, Human Resources, Dublin City University.

Phone +353 1 700 6349 Email: 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

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #NR181 Human Resource Operations 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](#)