



Applications are invited from suitably qualified candidates for the following position

**Human Resources Generalist**

**Human Resources Department**

**Fixed Term Two Year Contract**

**Dublin City University**

Dublin City University [www.DCU.ie](http://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 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 Team Lead, the HR Generalist will work in partnership with the HR Business Partner in the provision of a comprehensive and professional service to key stakeholders including the Executive Dean of the Faculty, Heads of School and Heads of Units/Centres/Companies and their staff. The role is designed to provide a development pathway towards future HR Business Partner roles, which may arise.

The post holder will provide support in the provision of HR service under the general areas of:

- Management of relationships with key stakeholders
- Recruitment & Selection
- Employee Relations & Probation support
- Contract of employment and payroll administration
- Employee Permits
- General Human Resources administration

### **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**

- Leaving certificate or equivalent (NFQ Level 5)
- Relevant Business/Administration qualification
- Must have a minimum of 5 years' relevant experience in a computerised office environment
- Experience of HR recruitment and selection processes and payroll administration
- Excellent organisation and IT skills
- Excellent communication and interpersonal skills with a strong customer focus both internally and externally
- Ability to demonstrate a high level of initiative.

#### **Ideal**

- A primary degree, preferably in Human Resources or a related area and be a member of the CIPD
- A record of success of working in a similar role within a Human Resources Department
- Experience of providing HR support within a public sector environment, ideally within higher education
- Experience in the use of the CORE personnel database

### **Skills**

The successful candidate will be stakeholder focused and will have excellent organisation, and IT skills. They will be able to communicate effectively, will be flexible with the ability to form strong working partnerships with the HR Business Partners and other colleagues within the HR Operations Support team. The successful candidate will demonstrate a high level of initiative, enthusiasm and energy, with an ability to deal with both complex and high volume activities.

### **Essential Training**

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

**Salary Scale:** Grade III €34,624 to €44,167

Please note that the Pay Upon Promotion – Internal Staff policy will apply to any permanent staff member promoted into this temporary role. Further details of the policy can be found at the following link <https://www.dcu.ie/sites/default/files/inline-files/pay-upon-promotion-internal-staff-2.pdf>.

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

**Closing date:** 7th February 2022

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 HR Director - Operations & Employee Relations, Human Resources Department, Dublin City University.

Phone +353 1 700 6349 Email: [gareth.yore@dcu.ie](mailto: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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
#NR200 Human Resources Generalist- Fixed Term Contract**

*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](#)*