



## **JOB DESCRIPTION**

### **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.

#### **Duties and Responsibilities**

While this job description attempts to identify and highlight the key areas of responsibility associated with a HR Generalist 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.

Duties and responsibilities may include but not be limited to:

### **Relationship Management**

- In collaboration with the HR Business Partner, provide 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 on all HR related matters.
- Attend key stakeholder meetings with the Business Partner.
- In conjunction with the HR Business Partner manage and action all relevant emails and queries which arise in support of the relevant units and associated stakeholders.

Develop close and effective working relationships with both the HR Business Partner and the key stakeholders to ensure HR policies and processes are implemented within the areas they support.

### **Recruitment & Selection**

- Assist in the co-ordination and administration of all pre and post recruitment and selection activities as required, for the recruitment and selection of staff including participation in interviews as appropriate.
- Participate in interviews at certain grade levels.
- Provide the HR Business Partner and key external stakeholders with efficient, timely and accurate information to enable both forward planning and measurement of staffing-related activities.
- Assist in the review and amendment of recruitment and selection documentation, including correspondence and policies and procedures.
- In conjunction with the HR Business Partner and other Support Team colleagues, ensure all aspects of the recruitment and selection activities are delivered to a high standard.

### **Employee Relations & Probation Support**

- Provide support to the HR Business Partner in the management of employee relations queries, including liaising with Line Managers and minute taking at formal meetings.
- Assist the relevant HR Business Partner in all aspects of the probation process.
- Proactively assist with the management of probations, bring to the attention of the HR Business Partner any relevant probation issues which may arise.
- Ensure that the Line Manager and HR Business Partner are informed of probation review dates in advance, send follow up correspondence as required.
- Liaise with the HR Support Team with regards to the probation administration process including ensuring all probations are recorded accurately on all HR Systems; Core, Therefore and the relevant spreadsheet.

### **Contracts of Employment Administration, Payroll and Benefits**

- In conjunction with the HR Business Partner, manage the monthly payroll requirements for the respective units within the payroll timelines.
- Provide administration support with the administration of both permanent, (CID) and fixed term contracts of employment to all relevant employees.
- Assist with the generation and dissemination of the contract management and payroll reports to the HR Business Partner and relevant units.

- Provide support to the HR Business Partner team in the administration of employee benefits including salary, hours, pension, leave, salary protection, VHI etc. taking into account existing public sector directives.

### **Employment Permits**

- Assist when required in the preparation of hosting agreements and other employment permit applications.
- Act as point of contact with HR Business Partners and employees regarding the employee status of those employees requiring an employment permit.

### **General Human Resources Administration**

- Actively participate as a member of the HR Operations 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 Operations.
- Collate data and manage communication relating to research funded audits.
- 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.
- Assist with the preparation of 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.
- Any other duties which may be assigned from time to time by HR Management.

### **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.