



Human Resources Department

Senior Human Resources Manager

(5 year fixed term contract)

General Information

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

The Human Resources Department

Dublin City University is organised around a number of 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.

As the University moves into the next phase of its development with the roll out of the University' Strategic Plan, Transforming Lives and Societies 2012 -2107, the HR Department has a key role in supporting the University in achieving its objectives with a particular focus in the next three years on the Incorporation of DCU, St Patrick's College in Drumcondra, Mater Dei, and CICE.

In order to deliver on these objectives the Department is re-organising itself and is now seeking to appoint a Senior Human Resources Manager.

Overview of the Role

Reporting to the HR Director, the Senior HR Manager will assist the Director of Human Resources in the development and implementation of an excellent HR service to the University. The post will support and drive a number of strategic and operational HR initiatives and will work closely with members of the HR Management Team in achieving department objectives. In addition, s/he will deputise for the Director of HR as appropriate on internal and external committees.

Main Duties and Responsibilities

The appointee will be an experienced HR generalist with significant management experience and the particular expertise required to deliver the following:

- In conjunction with the Director of Human Resources ensure the alignment of the HR service to the University's Strategy
- Finalise the development and implementation of the HR Strategic Plan to support the University in achieving its objectives
- Together with the HR Management Team lead the development, implementation and maintenance of best practice HR Policies, specifically in the area of Recruitment and Selection with a particular focus on developing strategies to recruit and retain academic leaders in priority areas of research and scholarship in line with the University Strategy
- Responsibility for the development and implementation of the HR Engagement / Communications pillar of the HR Strategic Plan
- Assume lead role within the HR Department for Equality. Working closely with the Director of Human Resources and the Director of Equality in the development and introduction of a University Diversity Forum and working with the wider HR team on the integration of the equality agenda into HR
- Responsibility for the management, co-ordination and implementation of the HR Excellence in Research Award
- Responsibility for other HR initiatives including the development, expansion and implementation of an enhanced performance management and development scheme
- Building effective relationships across the University to enhance the department's reputation and to effectively deliver on the objectives of the role
- Manage and implement projects related to his/her areas of skills and expertise
- Provide overall leadership to an effective HR Operations 'end to end' service culture
- Together with the Operations Manager play a lead role in the development of a seamless HR operations function, driving process reengineering initiatives and operations performance
- To develop and implement Key Performance Indicators based on best international benchmarks for HR operations in exemplary universities
- Act as Business Partner to a school/unit within the University
- Deputising for the Director of Human Resources as appropriate both internally and externally
- Any other responsibilities that maybe assigned from time to time by the Director of Human Resources

Resource planning

- Design and implement a resource planning approach, including succession planning that delivers the HR capability necessary for the University to achieve its goals
- Oversee the integration of a staff requisition process with best practice job design principles
- Propose and develop strategies to identify, attract and hire top-quality talent for the University
- Oversee the provision of management information to optimise staff deployment
- Ownership of the recruitment and promotion policy to ensure operational alignment with the strategic requirements of the University
- Develop the effectiveness and competence of the Resourcing, HR Services, Workforce Planning and Change functions of the University delivering excellence in these key areas
- Develop and implement proposals to drive Workforce Planning, and Performance Management practices in the University

- To implement a strategic approach to workforce planning and resource planning

Person Specification

Qualifications

- A Primary Degree or equivalent ideally in a business or HR related area
- Member of the Chartered Institute of personnel and Development (CIPD)

Knowledge & Experience (Essential & Desirable)

- Minimum of 10 years proven experience in Human Resources; ideally gained across a variety of organisations, with a minimum of 5 years experience at management level
- Experience in a large and complex organisation is expected and previous employment in a unionised environment will be an advantage
- A successful track record of working with professional/knowledge employees will be an advantage
- A blend of experience across Organisational Design and Development, Resource planning, and Change management activities
- A practical appreciation of the challenges faced by a University in the context of ongoing public service reform is required

In addition, candidates will be expected to have the following skills & competencies:

- Well developed influencing skills, proven ability to relate well to other people in a wide range of contexts and levels; as well as working collaboratively with a range of stakeholders
- Strong organisational and prioritisation skills, with the capability to manage multiple priorities with competing priorities/deadlines
- Excellent analytical skills including attention to detail combined with the skill to communicate concisely with senior colleagues and figures both within and outside the University
- An ability to innovate and apply HR best practice in a University environment
- A commitment to personal learning and the ability

The ideal candidate will be expected to demonstrate:

- Excellent and interpersonal skills with a proven ability to build positive relationships with key stakeholders and colleagues at all levels both internal and external to DCU
- Excellent leadership and management skills
- Excellent communication skills, both written and oral
- Ability to work independently and proactively and respond to the changing demands that arise in a challenging University environment
- Ability and willingness to work flexibly

