

Title: HR Generalist
Location: Dublin Business School, Aungier Street Campus
Reports To: Head of HR

Primary Objectives:

- Deliver exceptional HR advice and service to the Head of HR and all College stakeholders
- Contribute to the continuous improvement of the HR infrastructure
- Support the delivery of key HR and business initiatives in line with the Strategy
- Contribute to and promote a positive culture and staff engagement in DBS
- Coach and guide the HR Coordinator in all aspects of HR

Key Responsibilities:

Compliance

- Conduct Garda Vetting for all income/new staff members
- Advise managers on all key HR compliance procedures (e.g. eligibility to work, visa's etc)
- Support the HR team to ensure compliance issues are prevented or identified
- Escalate issues to the Head of HR as appropriate to ensure the above obligations are met
- Support the Head of HR to ensure that all employees with work permits or visas are managed and monitored on an ongoing basis by ensuring all information is kept accurate and up to date on the HR Information System Workday

Engagement

- Support and facilitate the College's Engagement initiatives including internal workshops and initiatives
- Conduct all activities with the Engagement priority at the forefront of your mind

Training and Development

- Support and facilitate HR training designed for College managers and employees
- Improve awareness and understanding of HR policies, procedures and systems and propose and deliver solutions (e.g. training, webinars, face to face meetings with Managers and employee's, guidance sheets, etc)
- Support managers to ensure the setting of effective SMART objectives and the timely completion of annual appraisal process, implementing guidelines and training for moving to an online process on Workday

Recruitment

- Advise all Managers on recruitment guidelines, assisting them with the creation of job requisitions on Workday
- Advertise positions both internally and externally on LinkedIn and other relevant job posting sites
- Shortlist all applications and send to the Hiring Manager for review
- Arrange interviews and sit on interview panels, when required
- Conduct Reference Checks for all potential new hires

Information, Data Management and Reporting

- Ensure all compensation and benefits activities are carried out efficiently and accurately (e.g. DBS Death in Service, Pension, PRSA schemes etc.)
- Circulate Employee Assistance programme (EAP) communications to all DBS employees
- Work closely with the HR coordinator to ensure the accurate and timely delivery of various and ad-hoc reports, to fulfil the needs of the HR team as well as business and external stakeholders
- Lead the new DBS Intranet Project to completion, collaborating with each department ensuring information is accurate, comprehensive and kept up to date
- Overall responsibility for the maintenance of an accurate HR system (Workday) (become a Master System manager)
- Advise all Managers and employees of the functions and uses of Workday, ensuring all records are kept up to date
- Manage the on-boarding process for all new employees on Workday

Employee Relations

- Provide advice and support to Dublin Business School managers in relation to absence management, probation, performance, conduct, capability, redundancy, grievance, equality/diversity/inclusion, recruitment and selection, and all other HR and ER issues
- Ensure all advice is provided in line with legislation, policies and procedures
- Contribute to the maintenance of effective and legally compliant employment terms
- Ensure all HR policies are up to date and in line with government legislation
- Assist the Head of HR with preparation of any potential employment tribunal claims

General

- Ensure employment law knowledge is constantly expanding and being kept up to date
- Participate in projects as required
- Contribute to the improvement of the HR function
- Support HR colleagues by contributing to the day-to-day operations of the function

Person Specification and Competencies

Essential Experience

- BA Degree level qualified in HR/Business Management or equivalent
- Minimum of 2 years' experience working as a HR Generalist
- Proven experience of successfully managing employee relations issues
- Highly Confidential in nature, using sound judgement when dealing with queries
- Sound understanding of employment legislation and its practical implications
- Experience of delivering projects in a HR environment
- IT literate with an excellent knowledge of Word, Excel
- Excellent verbal and written communication skills
- Positive 'can do' attitude

Desirable Experience

- Experience using a HRIS system, Gmail
- Experience of Coaching

Benefits at DBS:

- 24 days of annual leave entitlement
- Personal Retirement Saving Accounts (PRSA)
- Life Assurance & Disability
- VHI Group Scheme
- Free places on all internal courses (including online DBX courses) also discounts for family members
- Tax Saver Travel Tickets
- Cycle to Work
- Excellent Sports and Social Club
- 2 Volunteering Days
- Employee Assistance Programme

To apply, please forward CV and cover letter to Karen Byrne, Head of HR by email to recruitment@dbs.ie

All appointments are subject to passing Garda Vetting and providing proof of eligibility to work in Ireland on full time basis (upon being invited to interview).

Please refer to our privacy policy which can be found on our DBS website.

This job description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the employees' Manager will review the job description regularly.