

**Coláiste Phádraig
Droim Conrach
Baile Átha Cliath 9**

**(Coláiste de chuid
Ollscoil Chathair Bhaile
Átha Cliath)**



**St Patrick's College
Drumcondra
Dublin 9**

**(A College of Dublin City
University)**

Human Resources Manager – Five Year Fixed Term Contract

The College

Established in 1875 as a Catholic teacher training College, St Patrick's College is one of the major Colleges of Education in Ireland. It offers a range of Education and Humanities programmes, including BEd, BA, Graduate Diploma in Education, MEd, MA (Taught and Research), PhD and EdD as well as programmes in Special Education. Staff are organised into two faculties – Education and Humanities.

Since 1993, the College has been a linked College of Dublin City University and it is the University that accredits all its programmes. Staff and student numbers have increased substantially in recent years. At present, the number of students is over 2,500 and the number of full time academic staff is approximately 120. In addition to the main buildings, the campus also houses student residences, the Educational Research Centre, the Drumcondra Education Centre, a primary school and a crèche. A major new building programme, which will substantially enhance teaching and other facilities in the College, is currently under construction.

The Department

Human Resources is a small, dynamic department situated within the Office of the Secretary/Bursar which provides professional advice on all HR related matters to management and staff.

There are currently two full time members of staff with occasional additional part time assistance.

Human Resources Manager

The person appointed to this post is responsible for providing a comprehensive and professional support service for a wide range of human resources activities to management and staff.

The appointment to the post of Human Resources Manager will be made at Assistant Principal Officer level for a fixed term of five years.

Under the terms of the Employment Control Framework document issued by the Higher Education Authority, the Department of Education and Skills and the Department of Finance the College has been instructed that all posts must be filled by way of a fixed term contract.

The College will continue to seek sanction for a permanent appointment.

The appointee reports through the Secretary/Bursar to the College President

Main Duties and Responsibilities

- Managing the day to day activities of the Human Resources Department
- Developing, updating and disseminating personnel policies and procedures
- Developing and maintaining the Human Resources website
- Coordinating advertising, recruitment, selection, interviewing and appointments procedures
- Drawing up and issuing of contracts ensuring compliance with employment law
- Developing and managing Staff Training and Development Programmes
- Ensuring the continuation of Performance Management and Development
- Introducing additional Employee Assistance Programme
- Liaising with the President's Office, the Office of the Secretary/Bursar, the Office of the Registrar, Finance Office, Departmental Heads, and Freedom of Information Office etc.
- Managing Employee, Industrial and Labour Relations
- Liaising with external agencies including the Higher Education Authority, IBEC, Department of Education and Skills, The Equality Authority and The Health & Safety Authority etc.
- Progressing collaboration with DCU in line with the Linkage Agreement
- Compiling staff statistics for submission to the HEA, the DES and CSO
- Ensuring compliance with relevant Employment Law
- Preparing documents for submission to the Labour Relations Commission, the Equality Tribunal, the Labour Court etc
- Managing staff records
- Sourcing and introducing a new HR Database in conjunction with College management
- Implementing the terms of Croke Park agreement and the Employment Control Framework document
- Responsible for change management in conjunction with senior College management

Other duties as may be assigned from time to time by the College management

The successful candidate will have:

- Five years relevant experience at management level preferably in a 3rd level environment
- Evidence of leadership
- Thorough knowledge of HR practice including recruitment procedures, employment law and industrial relations
- Excellent communication, influencing and negotiation skills
- Strong planning, organising and work management skills
- The ability to work on one's own initiative
- Excellent IT skills

CIPD membership and a relevant third level qualification are highly desirable

Personal Attributes:

- High level of credibility and integrity
- Confidentiality, discretion and sensitivity
- Enthusiasm and drive
- Professional approach at all times
- Attention to detail

Salary: €65,185 - €80,679 Plus 2 LSI

Completed application forms should be returned to the Human Resources Department, St Patrick's College, Drumcondra, Dublin 9, **by 12.00 noon on Tuesday, 14th June 2011**

St Patrick's College does not accept electronic applications

It is envisioned that interviews for this post will take place the week commencing 27th June 2011.