

Position	Recruiter
Department	DCU People
Location	On Campus, Glasnevin - Drumcondra
Contract Duration	12 Month Fixed Term Contract
Grade	Professional 3
Salary Scale	€41,552 - €51,798

About DCU People

At DCU People, our mission is to cultivate a vibrant employee experience that empowers every team member. We are committed to fostering a community that values collaboration and individual growth, where every role contributes to shaping a positive and impactful workplace. As a 'People First' institution, DCU prioritizes Equality, Diversity, and Inclusion, helping all staff and students succeed.

We provide comprehensive Human Resources support, nurturing talent, fostering growth, and enabling staff to Emerge, Thrive, and Lead within DCU. Our services encompass all aspects of human resources across five faculties, 24 schools, and three campuses.

For more information please visit: <https://www.dcu.ie/people>

Role Overview

Join a purpose-driven Talent Acquisition Team at DCU, where you'll play a key role in shaping the University's future by recruiting outstanding academic, professional, technical, and research talent.

As a Recruiter (P3), you will manage end-to-end recruitment campaigns and act as a trusted partner to hiring managers across a range of disciplines. This is an excellent opportunity to advance your recruitment career by working on complex hiring needs, improving recruitment processes, and enhancing the candidate experience.

You will collaborate closely with colleagues in Talent Acquisition, People Partners, and People Services to ensure seamless recruitment and onboarding, all while reinforcing DCU's people-first and inclusive approach.

Key Responsibilities

End-to-End Recruitment:

- Manage the full recruitment life cycle for academic, research, technical, and professional roles — from initial briefing through to offer.
- Advise hiring managers on job scoping, market conditions, sourcing strategies, and recruitment timelines.
- Use the PeopleXD (CORE) ATS system to manage campaigns and deliver high-quality candidate experiences.

Stakeholder Collaboration

- Build effective partnerships with hiring managers, People Partners, and colleagues across DCU.
- Support recruitment panels with expert advice on job descriptions, assessment approaches, and candidate expectations.
- Serve as a consistent, trusted presence across campaigns, championing fairness, quality, and efficiency.

Candidate Sourcing & Selection

- Proactively source talent using LinkedIn Recruiter and other professional networks.
- Screen applications, schedule interviews, and maintain strong candidate communication throughout.

Reporting & Compliance

- Maintain accurate records and data within the ATS and associated systems.
- Generate recruitment metrics and insights for continuous improvement.
- Ensure full compliance with GDPR, EDI, and University policies throughout all campaigns.

Project & Process Improvement

- Lead or contribute to talent acquisition projects such as system upgrades, recruitment marketing, and process reviews.
- Support continuous improvement efforts that enhance recruitment operations and candidate experience.

Panel Participation & Inclusion

- Regularly participate as an assessor on interview panels (up to P5 level), supporting fair, competency-based hiring.
- Promote inclusive hiring practices and advise panels on reducing bias and ensuring equitable candidate evaluation.

Essential Qualifications & Experience

- Leaving Certificate or equivalent (NFQ Level 5) plus 5 years' relevant experience OR Primary Degree or equivalent (NFQ Level 7) plus 2 years' relevant experience.
- Strong interpersonal and communication skills to build stakeholder relationships and provide consultative support.
- Demonstrated organisation collaboration and project coordination abilities, working as part of a wider Human Resources or Talent Acquisition function.
- Demonstrated proficiency with Applicant Tracking Systems

Desirable Qualifications Experience:

- Primary Degree in Human Resources, Business Administration, or a related field.
- 3 to 5 years of proven experience in Talent Acquisition or Recruitment, managing campaigns end-to-end ideally in a complex or matrixed organisation.
- Proficiency with data tools such as Tableau and/or Excel.
- Experience with LinkedIn Recruiter and other sourcing tools to attract and engage candidates.

Why Join Us?

As a world-class institution, DCU offers unique professional growth opportunities and the chance to make a tangible impact. Joining DCU means becoming part of a community committed to inclusivity, excellence, and ongoing learning. With access to a comprehensive benefits package, you'll work in a supportive environment that values each team member's contributions.

Additional Details

Location: The primary location for this post will be our Glasnevin Campus; however, post holders may be required to work across all three DCU campuses, including St Patrick's Campus and All Hallows Campus. For more information, visit: <https://www.dcu.ie/commsteam/our-campuses>

Remote working

Applications for remote working will be considered in line with the service requirements of the post. For more information, visit our policy at: <https://www.dcu.ie/people/remote-working-policy>

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR), AI Literacy and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

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

Closing date: Monday, 23rd June 2025

Informal Enquiries in relation to this role should be directed to:

Ms Mary Jennings, People Manager, DCU People, Dublin City University.

Email: mary.jennings@dcu.ie

Application Procedure:

Please submit your application through the online system at <https://www.dcu.ie/hr/vacancies-employment-opportunities-human-resources>, in order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete and will not be processed.

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 Silver 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](#)

