

JOB DESCRIPTION
HR Systems Officer
Vacancy Ref: N1484

Job Title:	HR Systems Officer	Present Grade: 6S
Department/College:	Human Resources	
Directly responsible to:	HR Information & Systems Analyst	
Supervisory responsibility for:	HR Information & Systems Assistant	
Other contacts		
Internal: Head of Department, Recruiting Managers, Members of staff, Other HR teams		
External: Statutory customers (HESA, Office of National Statistics and other external survey authors, such as Universities and Colleges Employer Association [UCEA])		
Purpose of job Support effective HR, Recruitment and Payroll Services to the University through further implementation and optimization of the HR Information System (CORE) and associated business processes.		
Key responsibilities <ul style="list-style-type: none">• Assist with the management of HR systems• Lead on the modification and creation of aspects of information stems for example, changing modules within the HR software system• Assist in delivering systems administration and maintain and provide user support for the Human Resources Information System (CORE), e-Recruitment (Stonefish) and other applications• Maximise the utilisation of HR systems to automate standard processes• Assist with reviewing and documenting processes undertaken within HR and making recommendations for their development		
Management of Systems and Reporting <ul style="list-style-type: none">• Assist with the management of HR systems, as required, in terms of (but not limited to):<ul style="list-style-type: none">○ documenting the configuration of the systems,○ maintaining data field names, screen locations, security, type, building codes, staff etc.,○ functionality of data processing and process flows,○ add, remove, or update user account information and resetting passwords,○ update system values and tables• Ensure timely release of information relating to systems upgrades and changes to processes• Ensure the annual Higher Education Statistical Agency (HESA) staff return and other returns are completed accurately, and on schedule• Generate, automate and produce operational reports and management information, adhering to defined templates and ensuring compliance with information security protocols		
Staff Supervision <ul style="list-style-type: none">• Day to day supervision of the HRIS System Assistant, including effective delegation and allocation of tasks• Support the HRIS Analyst in the management of the program of work and activities undertaken by the HRIS team		

- Cover for the absence of the HRIS Analyst

Customer Services & Support

- Assist others with processes relating to systems upgrades, including reviewing release notes, formulating and running system tests, and troubleshooting
- Deal with systems queries and process requests in relation to problem solving, systems configuration and technical faults
- Analyses user requirements which may require configuration of software/hardware
- Maintain and support users through a helpdesk service for employee/manager self-service
- Provide system training to HR and non-HR users

Continuous Improvement

- Develop and maintain awareness and understanding of developments within HR software systems generally within the HE sector
- Contribute towards the continuous improvement of the University as it develops its capabilities in the use of HR systems
- Actively seek opportunities to learn new skills and develop expertise that would contribute to the effective delivery of the role