JOB DESCRIPTION
HR Systems Assistant
Vacancy Ref: N1517

<table>
<thead>
<tr>
<th>Job Title: HR Systems Assistant</th>
<th>Present Grade: 4S</th>
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<td>Department/College: HR Operations</td>
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<td>Directly responsible to: HRIS Analyst</td>
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<td>Supervisory responsibility for: N/A</td>
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Other contacts
Internal: All levels of university staff
External: Visitors, Applicants, Software suppliers

Purpose of the Job:
To support the HR Systems Officer in the development and maintenance of the HR Information Systems (HRIS), ensuring the provision of efficient and accurate management information and administration, for internal and external customers.

Major Duties:

1. First point of contact for resolution of queries and issues relating to the use of HR Systems (e.g. Employee/Manager Self-Service and the e-Recruitment system).

2. Deliver training courses, ensuring the content is updated as developments are implemented.

3. Production of management information, adhering to defined templates and ensuring compliance with information security protocols and Data Protection. This includes data to support equality impact assessments, KPIs, Freedom of Information requests plus other ad hoc requests from departments.

4. Maintenance of HR Systems including creation of workgroups and work patterns, ensuring individuals are assigned to the correct workgroups to support self-service functionality, delegations of authority.

5. To maintain the accuracy of the HRIS (and other databases) ensuring it reflects the current status of staff, including undertaking data quality audits. This includes inputting and amendment of employment records relating to contractual status, sabbatical leave, training records, training evaluations, safety data and termination of employment records.

6. To assist with the testing of software upgrades, adhering to testing scripts and liaising with software suppliers to reports issues encountered.

7. Assist with the compilation of the annual HESA return plus other statutory returns.

8. To provide cover for the HR Systems Officer as required.

9. To carry out other duties appropriate to the grading of the post as may be directed by the Assistant Director (Operations) or nominated representative.