

JOB DESCRIPTION
Management Information/System Officer
Vacancy Ref: N282

Job Title:	Management Information/Systems Officer	Present Grade: 6S
Department/College:	HR	
Directly responsible to:	HR Systems Manager	
Supervisory responsibility for:	N/A	
Other contacts		
Internal:	Head of Department, Recruiting Managers, Members of staff, Other HR teams	
External:	Statutory customers eg HESA, ONS and other external survey authors eg UCEA, CELRE	
<u>Purpose of job</u>	<ul style="list-style-type: none"> To explore customer requirements and provide accurate and consistent management information and statistics internally and externally, Assist in delivering systems administration and maintain and provide user support for the Human Resources Information System (ResourceLink), e-Recruitment (Stonefish) and other applications, Maximise the utilization of HR systems to automate standard processes, Assist with reviewing and documenting processes undertaken within HR and making recommendations for their development, 	
Major Duties:	<ul style="list-style-type: none"> 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, deal with systems queries and process requests in relation to problem solving, systems configuration and technical faults, maintain and support users through a helpdesk service for employee/manager self-service, assist with processes relating to systems upgrades, including reviewing release notes, formulating and running system tests, troubleshooting, etc assist with the release of information relating to systems upgrades and changes to processes, provide system training to HR and non-HR users, 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, cover for the absence of the HR Systems Manager. 	