

JOB DESCRIPTION
HR Systems Advisor

Job Title: HR Systems Advisor	Present Grade: 5
Department/College: People & Organisational Effectiveness (POE)	
Directly responsible to: HR Systems & Data Manager	
Supervisory responsibility for: N/A	
<p>Other contacts</p> <p>Internal: HR Systems Manager, Equality, Diversity and Inclusion (EDI) Programmes Manager (Athena Swan), EDI Team, HR Colleagues, Departmental EDI leads</p> <p>External: HR systems providers and developers</p>	
<p>Overall purpose:</p> <p>The focus of the role is to work closely with the HR Systems & Data Manager developing and improving systems and processes to support the EDI agenda across the University</p> <p>The role will also provide support to the University's HR systems and business processes including the HR/Payroll system and E-Recruitment system. The role holder will contribute to the development and management of HR systems plans using relevant and accurate data.</p> <p>Duties:</p> <ul style="list-style-type: none"> • To work proactively with the HR Systems & Data Manager to support systems work to deliver the university's EDI priorities. • To understand the design concepts of the HR integrated systems (i.e. People XD, Stonefish) and how additional modules could support the EDI agenda. • Support the development and maintenance of the E-Recruitment System in line with EDI activities. • To carry out configuration changes linked to EDI projects on the HR integrated systems • To develop and maintain dashboards for data monitoring and analysis • Work with the systems manager to ensure management systems and tools keep up with legislation, processes and procedures • Produce and maintain procedures and user manuals to support the operation, maintenance and training of HR systems, process and procedures. • Assist with coordination, design and deployment of system upgrades and developments. • To use knowledge and experience to identify potential enhancements and resolve specific operational issues relating to EDI • Monitor and report on employee data, training attendance, management information and statistics • Work with the Athena Swan/EDI team, from project initiation through to implementation and evaluation, to deliver a range of systems related projects. • Develop, maintain and carry out documentation and training for system tasks related to EDI updates and improvements <p>General</p> <ul style="list-style-type: none"> • To manage own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation 	

- To demonstrate the Universities values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirements.
- To undertake any other duties as requested by the HR Systems & Data Manager.
- This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop, providing there is consultation with the post-holder.