

JOB DESCRIPTION HR Systems Officer

Job Title:	HR Systems Officer	Present Grade:	6S
Department/College:	People & Organisational Effectiveness (P&OE)		
Directly responsible to:	HR Systems & Data Manager		
Supervisory responsibility for:	HR Systems Assistants		
Other contacts			
Internal:			
Head of Department, Recruiting Managers, Members of staff, Other P&OE teams			
External:			
Statutory customers (HESA, Office of National Statistics and other external survey authors, such as Universities and Colleges Employer Association [UCEA]), Systems Providers			
Job Purpose:			
Support effective HR, Recruitment and Payroll Services to the University through further implementation and optimization of the HR Information System (PeopleXD) and associated business processes.			
The role will also oversee the production of management information for both internal and external contacts and ensure statutory data returns and annual surveys are completed accurately and on time.			
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 HR & Payroll System (PeopleXD), e-Recruitment System (Stonefish) and other applications • Maximise the utilisation of HR systems to automate standard processes • Undertake completion of statutory data returns • 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 			

- Ensure timely release of information relating to systems upgrades and changes to process
- 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
- Ensure that Freedom of Information (FOI) and Subject Access Requests (SAR) are responded to within the specified timeframe

Staff Supervision

- Day to day supervision of the HR Systems Assistants, including effective delegation and allocation of tasks
- Support the HR Systems & Data Manager in the management of the program of work and activities undertaken by the HRIS team
- Cover for the absence of the HR Systems & Data Manager

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
- Analyse 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 P&OE and non-P&OE 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