Human Resources Data and Systems Team Leader

Job Ref: REQ220010

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee isidentified.

Job Description

Job Grade Management and Specialist Grade 6

Job Purpose

As our HR Data and Systems team leader you will lead by example and drive the performance of a small team of HR Officers to provide the highest quality service to candidates and the organisation. You will manage the ongoing maintenance and development of the HR systems for Human Resources and Payroll/Pensions, co-ordinate and oversee business expectations and user requirements and provide accurate and timely data sets. This role will balance their time between keysystems and data activity, organisational projects, GDPR compliance and leading the team. The role leads the delivery of payroll preparation processes working closely with key stakeholders and the wider teams to support the organisation's objectives.

Job Duties

- Manage, coach, develop, and motivate a small team to deliver high-quality customer service both internally and externally through effective and efficient HR processes.

- Build and maintain successful working relationships with key stakeholders across business areas. Regularly seek feedback on the services performance to continuously evolve and improve.

- Oversee all HR system administration and user requirements on a day-to-day basis, ensuring service level agreements (SLA) are met and complex cases are escalated to the suppliers and IT.

- Working closely with key stakeholders, including IT to successfully oversee and deliver HR system ugrades and developments as required

- Be responsible for the creation and delivery of HR System user guides, training courses and other support mechanisms, to enable training of system users as appropriate. Provide relevant training/workshops throughout the year for staff, schools and departments.

- Prepare for and lead responses for external and internal HR system related audits.

- Be the lead data co-ordinator for HR services, ensuring full GDPR compliance, and supporting the data steward as necessary.

- Develop and lead on the provision of HR management information (MI) and performance data and procedures in collaboration with colleagues in HR, Planning and Finance. Work closely with schools and services to ensure the provision of timely and accurate HR Data utilising the available technologies.

- Be responsible to deliver statutory returns to external bodies i.e. HESA, Facilities Time Reporting. Have an in depth understanding of the impact of returns and associated data dissemination. Co-ordinate with other key stakeholders on other statutory returns i.e. Gender pay gap.

- Ensure the integrity of HR data including the interface and workflows with all HR teams in respect of starters, leavers, contract changes etc. Develop, maintain and advise on best practice procedures which in turn impact the accuracy of HR Data.

- Oversee and facilitate the annual pay and reward processes. Provide robust analysis on reward and performance data to the organisation.

- In conjunction with IT lead on developing robust disaster recovery plans for our HR Systems.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity Policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses.

Organisational Responsibility

Reports to the HR Services Manager

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Assessment Centre/Presentation

3 – Interview

Area	Criteria	Stage
Experience	Strong HR data reporting and analysis experience	1,3
	Strong HR Systems management experience, working in a comparable team leader role providing excellent customer service	1,3
	Experience of designing and implementing HR data and systems processes and people change related initiatives that improve organisational and/or individual performance	1,3
	Experience of leading, managing and coaching a team	1,3
	Experience of overseeing statutory data returns to external bodies	1,3
	Strong knowledge of employment and GDPR legislation and its practical application across the HR lifecycle	1,3
	Experience of working effectively and confidently with stakeholders at all levels of the organisation including senior leaders	1,3
	Experience of using a range of management tools and techniques effectively to positively engage others	1,3
	Experience of delivering relevant development/coaching interventions that support with the management of change, engagement, and communication	1,2,3
	Experience of using data and information to analyse and shape recommendations	1,3
	Experience of leading on audit related activities	1,2,3
Skills and abilities	Ability to work effectively independently and on own initiative as well as a team	1,2,3
	Ability to organise and manage high volume and competing demands, alongside ensuring operational delivery	1,3
	High level of personal communication (oral and written) including report writing and presentation skills to be able to engage diverse groups of staff	1,2,3
	Proven ability to design, implement and deliver innovative approaches to HR systems and data reporting	1,3
	Competent in Microsoft applications e.g. Word, Powerpoint, Excel, Outlook and use of HR systems	1,2

	Excellent organisational skills with the ability to prioritise tasks and work	1,3
	Well-developed interpersonal skills with an ability work confidentially and to use tact and diplomacy	1,3
	Collaborative approach. Ability to build positive relationships and quickly gain the trust and confidence of colleagues and key stakeholders.	1,3
Qualifications	Degree or equivalent experience	1
	Professional qualification relevant to the role e.g. relevant degree, CIPD, or equivalent	1
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
Other	Evidence of (CPD) continuing professional development	1,3
	Understanding of related Equality & Diversity issues	1,3
	Able to work flexibly and outside normal hours if required	1,3
	All duties must be carried out in accordance with relevant Health and Safety legislation and University policies/procedures.	3
	Commitment to observing the University's Equal Opportunities policy at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with any of the following systems, iTrent, Dashboard, BOXI, Sap Analytics Cloud, Tableau	1,3

Conditions of Service

The position is full time and open ended. Salary will be on Management and Specialist Grade 6, £31,406 - £40,927 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found here.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family- friendly policies which are available at http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure--- page.html.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: http://www.lboro.ac.uk/services/hr/a-z/childcare- information---page.html

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN http://www.lboro.ac.uk/services/hr/athena-swan/

The university is committed to allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This role has been identified as a role that could work dynamically and if successful your manager will discuss these informal arrangements with you. Please note there is a general expectation that the successful candidate will spend the majority of time working on campus. (further information is available here)

Applications

The closing date for receipt of applications is 30th January 2022. Interviews will be held on 10th February 2022.