



## Human Resources Systems Officer

Job Ref: REQ260086

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

The Department of Human Resources is a key professional service within the University. We support the University's mission by delivering a high quality, progressive, equitable and inclusive employment experience, working closely with leaders in the organisation. Our vision is for the University to be a diverse and inspiring place to work that enables people to be themselves and perform at the highest levels in support of the University's ambitions. The Department comprises the following teams:

- HR Partnering
- HR Services
- HR Systems and Data
- Recruitment and Resourcing
- Payroll Services
- Reward and Benefits

### Job Description

**Job Grade: Administrative Services Grade 4**

#### Job Purpose

Assist the HR Systems Specialist in maintaining HR systems in support of a high quality, solution focused HR service to the University's employees and their managers

Contribute to delivering a high quality, progressive, equitable and inclusive employment experience for all staff in support of the University's mission

#### Job Duties

- Support the Systems Specialist in the provision of various HR systems and the ongoing maintenance of them to ensure HR processes are high quality and solution focused
- Receive a range of HR systems and related queries and respond to them in a solution focused way
- Support colleagues in IT Services with system upgrades etc

- Run routine processes and reports designed to optimise the operation of HR systems
- Maintain confidentiality in relation to people matters and information management complying with GDPR
- Support with the delivery of training for HR colleagues and users in schools and services as appropriate
- Maintain and update HR webpages as required
- Undertake project work as delegated to by the line manager
- Adhere to systems best practice at all times ensuring continuous improvement
- Any other reasonable duties assigned by the Director of HR

### **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 Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to HR Systems Specialist.

## 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

### Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a large, complex organisation ideally in an HR environment	1,3
	Substantial experience of using IT systems ideally HR systems	1,3
	Experience of maintaining confidentiality and compliance with GDPR	1,2,3
	Experience of working in a customer focused environment	1,3
Skills and abilities	An appreciation of the role of HR systems in creating a high quality, progressive, equitable and inclusive employment experience	1,2,3
	Proven ability to work on own initiative with minimal supervision	1,2,3
	Meticulous attention to detail	1,2,3
	Strong interpersonal skills to be able to build relationships with a range of stakeholders	2,3
	Commitment to equity, diversity and inclusion	1,2,3
	Commitment to high quality customer service and providing a positive employee experience	1,2,3
	Competent in Microsoft applications, e.g. Word, Powerpoint, Excel, Outlook and in the use of HR systems	1,2,3
	Flexible approach, able to adapt to changing environment	1,3
Training		
Qualifications	GCSE level education or equivalent experience	1
Other		

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of using iTrent	1
Skills and abilities		
Qualifications		

## Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Administrative Services Grade 4 at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/az/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 see <http://www.lboro.ac.uk/services/hr/athena-swan/>