

JOB DESCRIPTION

HR & PAYROLL SYSTEMS DEVELOPMENT AND MANAGEMENT INFORMATION OFFICER

PROGRAMME AREA / DEPARTMENT:	Human Resources
SITE / CAMPUS:	Rhos on Sea or Bangor, plus flexible options HR for home working
ANNUAL SALARY:	Business Support Scale 7 upwards depending upon skills and experience £30,316 minimum, plus imminent pay award
CONTRACT TYPE:	Permanent
CONTRACT TERMS:	Full Time
REPORTING TO:	HR Director

JOB PURPOSE

To administer and maintain the Grŵps HR and Payroll systems, identifying and implementing new opportunities for development to meet the dynamic needs of the Grŵp. To design and deliver effective management information from the HR and Payroll systems to support stakeholder needs.

MAIN DUTIES AND ACCOUNTABILITIES

1. Responsible for liaising between HR, Payroll and ICT to ensure that systems are designed, tested, implemented, administered, maintained and continually developed (including system upgrades) in a safe and secure manner to ensure the continued integrity of systems (live and test environments) and data;
2. Responsible for undertaking regular system checks to ensure the continued integrity of the system and data, including the production and schedule of regular reports;
3. Responsible for the management of user profiles to ensure that data is secure and appropriately accessible;
4. Working closely with users, be responsible for data quality within the systems to ensure compliance with Grwp policies;
5. Responsible for managing system user groups with stakeholders to identify and consult on opportunities and threats, and to implement robust change control processes and associated documentation;
6. Responsible for managing projects related to HR and Payroll systems;
7. Responsible for providing support to stakeholders in the use of the system, including the design and maintenance of associated user guides, videos, training documentation and the delivery of training;
8. Be the main point of contact with system providers and stakeholders to identify and develop opportunities and to resolve problems and challenges;
9. Maintain knowledge of new applications, developments and opportunities in HR and Payroll systems;
10. Responsible for undertaking detailed research into all aspects of HR & Payroll systems and to write and present management reports relating to such research;

11. Responsible for the development of management information solutions (including HR and Payroll dashboards) that present accurate and timely system data to stakeholders across the Grŵp (including key performance indicators), including the integration of different data sources and systems;
12. To work independently prioritising work to meet customer needs;
13. To represent GLLM at external events;
14. Any other work commensurate with the grade as may be necessary to meet changes in demand;

ADDITIONAL INFORMATION

You will be required to undertake the following mandatory training sessions and keep training in these areas updated:

- a. GDPR on line training
- b. Equality and Human Rights on line training
- c. PREVENT
- d. Safeguarding on-line training
- e. Health and Safety awareness training
- f. 1st Aid training (if applicable)
- g. DSE training

There will be a requirement to travel across all GLLM sites and to represent GLLM at National events. Access to suitable, flexible travel solutions is therefore a necessity.

It should be noted that this Job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and Human Resources which may lead to revisions in light of the operational requirements of the Grŵp.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS			
Educated to degree level in IT related subject or proven relevant experience	✓		Application form
A level statistics		✓	Application form
KNOWLEDGE AND EXPERIENCE			
Experience of working within a HR & Payroll system including administration, maintenance, development and implementations	✓		Application form / Interview
Experience of analysing, evaluating and resolving technical HR & Payroll system issues and providing user support	✓		Application form / Interview
Experience of using Zellis HR & Payroll systems		✓	Application form / Interview

Experience of working with 3 rd party suppliers to develop systems	✓		Application form / Interview
Proven experience of developing management information systems and using them to support successful change	✓		Application form / Interview
Proven experience of using reporting tools such as Crystal Reports, Business Intelligence or Microsoft Azure	✓		Application form / Interview
Proven experience of working with SQL databases		✓	Application form / Interview
Experience of the Further Education Sector		✓	Application form / Interview
Proven experience of project management		✓	Application form / Interview
Good understanding of GDPR and HR confidentiality issues		✓	Application form / Interview
Experience of quality management		✓	Application form / Interview
SKILLS AND ATTRIBUTES			
Excellent interpersonal and communication skills	✓		Application form / Interview
Excellent IT skills and high level of competence with Microsoft Excel	✓		Application form / Interview
Excellent numeracy and analytical skills with a strong attention to detail	✓		Application form / Interview
Excellent organisational and planning skills with the ability to deliver multiple streams of work to appropriate deadlines	✓		Application form / Interview
Ability to demonstrate a personal ethos for continuous improvement	✓		Application form / Interview
Ability to communicate through the medium of Welsh		✓	Application form / Interview
Experience of using Google G Suite		✓	Application form / Interview
ADDITIONAL REQUIREMENTS			
Able to travel as required to fulfil the requirements of the role	✓		Application form / Interview
Commitment to Grŵp Values	✓		Interview
MANDATORY REQUIREMENTS			
<ul style="list-style-type: none"> - The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to 			

ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - <https://www.gov.uk/dbs-update-service>.

- Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.

SUMMARY OF THE TERMS AND CONDITIONS OF SERVICE

WORKING HOURS	37 hours per week
NUMBER OF WEEKS	52 weeks per year
HOLIDAYS	<ul style="list-style-type: none"> - 28 days leave per annum (01 September to 31 August) rising to 32. - 8 Bank / Public Holidays normally observed in Wales per annum. - Up to 5 days efficiency / scheduled closure days per annum (determined by the Corporation).
PENSION	Local Government Pension Scheme (https://www.lgpsmember.org/)
TRAVEL	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be requested to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates should also be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>
HEALTH SCREENING	Applicants are subject to satisfactory health clearance. You will be required to complete a health questionnaire and maybe asked to attend a medical.