**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | HR & Payroll Systems Officer (fixed term contract – 12 months) | | |
| **Directorate:** | Unity Partnership | **Division/Section:** | HR |
| **Grade:** | TBC | **JE Reference:** |  |

|  |
| --- |
| **Job Purpose:**  To Support the management, development and maintenance of multiple HR, Payroll and associated systems, to deliver agreed services to the full satisfaction of all clients and to meet statutory, regulatory, legislative and performance requirements:  Current clients:   1. Agresso - Oldham Council 2. Selima – Oldham Schools, Oldham Academies, MioCare, Trading Arm B, and First Choice Homes   To support the development of a strong HR and Payroll systems team capability enabling delivery of excellent customer experience  To deliver the required systems support services and ‘static plan’ for all HR and Payroll clients ensuring all statutory, legislative and business deadlines and milestones are met.  To assist in the housekeeping and system maintenance of all HRP systems in conjunction with HRP System team colleagues, operational stakeholders and managers, ICT colleagues, and software third parties.  HR and Payroll specialist; demonstrating extensive end to end operational experience to bring to bear in the effective management of the HR and Payroll, and associated systems.  Assist the HRP Systems Manager in supporting the relationship between systems support and business/operational requirements (Peoples Services, Transactional and Operational HR and Payroll services, Clients, ICT etc.), ensuring effective stakeholder management, strategic planning, business understanding and delivery of a responsive support service:   * Processing * Prioritisation of workload * Incident/issue resolution * Change and development * Management Information / Business intelligence |

|  |
| --- |
| Key accountabilities and responsibilities:   1. To support the HRP Systems service with the specification/design, testing and maintenance of interfaces to and from feeder systems to ensure the data integrity of all systems 2. To assist in the development and roll out of functionality of the HRP Systems to promote efficient and effective use of the system 3. To provide specialist HR and Payroll support, application configuration and issue resolution expertise in support of all implementations of system upgrades, patches and fixes including ongoing maintenance and trouble-shooting of all solutions. 4. To provide specialist support with operational and systems expertise within the Change Control process to support the effective and timely delivery of the development/change roadmap including provision of advice and guidance on systems improvements 5. To support the HRP Systems manager with developments and new functionality for implementation into the service offering to ensure a market leading solution for the operation and customers alike. 6. To support the development and maintenance of security protocols, compliant with Data Protection legislation and ensure there are no data breaches allowed through the system access protocols. 7. Maintain a library of configuration documents for all systems and apply a robust change control process with the management team to review, impact assess and approve proposed changes to systems and processes. 8. Ensuring that Systems Administrator and End User training manuals and procedures documentation is up to date and available for end users. To support with training delivery to operational teams and customers as required. 9. Support the calendar of key date driven activities for the systems to ensure plans are in place, resources are identified and any conflicts identified. 10. Ensure that there is no systems impact on the operational payroll deadlines for all customers 11. To promote continuous improvement, initiating, facilitating and responding to change in a positive manner, especially in helping the Council and Unity Partnership to meet its efficiency targets. 12. Be an integral part of the HR and Payroll Support Organisation, driving better customer service and maintaining all solution environments. 13. To maintain and develop the reporting and enquiry capabilities of all systems as specified by the customer and to apply analytical and presentational overlay for this information and to meet all statutory, legislative and business requirements 14. To promote and apply the use of information technology by identifying and supporting the development of systems and processes that will enhance and increase the performance and service standards of the Council and Unity Partnership. 15. The above duties and responsibilities cannot define all of the tasks that may be required of the post holder. The outline duties shown may therefore vary without materially changing either the character or level of responsibility. You may be at times expected to work outside of normal working hours and work flexibly in line with the needs of the service. |

|  |
| --- |
| **Standard Duties:**   1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To uphold and implement policies and procedures of the Council and Unity Partnership including Customer Care, Data Protection, Finance, HR, Payroll and health and safety policies. 3. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures. 4. Maintaining complete, up to date and accurate documentation. Providing appropriate evidence and verbal responses to senior management, Programme leads, external and internal auditors etc. 5. To assist and contribute to providing advice to other officers / working groups of the Authority and Unity Partnership on HR and Payroll system matters, including problem solving and investigations for specific projects, and collection and analysis of data. 6. To carry out all duties and responsibilities in accordance with agreed policies including Health & Safety 7. Undertake any additional duties commensurate with the level of the post |

|  |
| --- |
| **Contacts:**   * Officers of the Council * Unity Partnership representatives * Officers within our partner organisation(s) including software providers * Elected Members * External agencies, HMRC, , etc. |

|  |
| --- |
| Relationship To Other Posts In The Department:  **Responsible to:** HR & Payroll Systems and MI Manager  **Responsible for:** N/A |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** |  | Suzanne Haslam | HR & Payroll Systems and MI Manager |
| **Amended** |  |  |  |
| **Reviewed** |  |  |  |