ROLE PROFILE

Job Title	HR Systems Advisor
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Human Resources
Location	SBP
Leader	Business Partner, HR
People Leadership	No
Job Level	4B

Role Purpose

To provide comprehensive HR Systems support the implementation phase the ERP Project for the HR workstream.

Accountabilities

- Support the implementation phase of the ERP project for the HR workstream from testing through to go-live.

- Build relationships with the HR team.

- Support data migration and data cleanse activities.

- Carry out any remaining system build activity.

- Document processes, develop work instructions and user guides.

- Develop test scenarios/scripts, participate in test execution, results assessment and issue identification.

- Provide support during cutover and hypercare.

- Ensure that all deliverables are created on time and accurately as per the project schedule.

- Participate in HR change management activities including regular status updates.

- Facilitate knowledge transfer and transition of future state responsibilities to super-users and HR function.

Created by:	Laura Hamilton
Creation Date:	January 2022
HRBP:	Kirsty Morris

Date of last revision:	11/01/2022

Core competencies

Apply Expertise & Technology

- Applies specialist and detailed technical expertise.
- Develops job knowledge and expertise through continual professional development.
- Share's expertise and knowledge with others.
- Uses technology to achieve work objectives.
- Demonstrates appropriate physical co- ordination and endurance, manual skill, spatial awareness, and dexterity.
- Demonstrates an understanding of different organisational departments and functions.

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction.
- Sets high standards for quality and quantity.
- Monitors and maintains quality and productivity.
- Works in a systematic, methodical, and orderly way.
- Consistently achieves project goals.

Planning & Organising

- Sets clearly defined objectives.
- Plans activities and projects well in advance and takes account of possible changing circumstances.
- Identifies and organises resources needed to accomplish tasks.
- Manages time effectively.

Relating & Networking

- Establishes good relationships with customers and staff.
- Builds wide and effective networks of contacts inside and outside the organisation.
- Relates well to people at all levels.
- Manages conflict.
- Uses humour appropriately to enhance relationships with others.

Skills, experience, and qualifications

- Experience of HR Systems (maintenance and administration)
- Experience of HR System upgrades or implementation desirable
- Ability to document processes and develop process maps would be desirable.