ROLE PROFILE

Job Title	HR Systems Administrator
Business Unit / Group Function	Human Resources
BU Team / Sub-Function	HR Operations
Location	Arete
Leader	Head of HR Operations
People Leadership	No
Job Level	5

Role Purpose

To provide system administrative support covering the HR technology systems.

Accountabilities

- Maintain and administer core basic data, such as organisation structure and hierarchy, within the HR systems.
- Monitor performance and maintain HR systems according to requirements (Zellis is current core HR system, and Time and Attendance System).
- Test and update configuration of HR systems in line with business requirements.
- Be the first port of call to the global HR team with queries and any changes/updates required to the HR systems
- Troubleshoot issues and outages, where appropriate working with the GTS team and software providers to resolve issues
- Produce guides and train system users on functionalities and new features
- Provide support on projects to enhance and develop the HR systems., run adhoc reports and work with internal reporting teams to produce dashboards
- Support HR users on data cleansing and data extraction activities, in preparation for key projects (Employee Engagement Survey, System Implementation etc)
- Contribute to build and testing of HR functionality within IFS10.

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