

Job Title:	HR Data Systems Lead
Reports to (job title):	HR Operations Manager
Line Manager to:	NA

Job purpose

The **HR Systems Lead** is responsible for managing the development, maintenance, and optimisation of the organisation's HR systems to support both operational and strategic objectives. A key aspect of this role is to actively lead due diligence for mobilisations and exits, ensuring smooth transitions throughout the process. This responsibility requires thorough coordination of system configurations, data analysis, and reporting to enhance the efficiency and effectiveness of HR and payroll functions.

You will collaborate with key business and HR stakeholders to ensure that system functionality aligns with organisational goals and standards. Additionally, the HR Systems Lead will oversee system administration, provide technical support to users, conduct data analysis and reporting, and lead various projects aimed at improving HR systems and processes.

Base

This position offers a hybrid working model, allowing for remote work alongside time spent at our Runcorn office, with a requirement to visit the office once a week.

Key responsibilities

- Responsible for successfully delivering projects on time, on budget and to agreed quality standard through project management of assigned operational projects, service transitions and transformations.
- Actively lead due diligence for mobilisations and exits, ensuring smooth transitions and building strong relationships with all key stakeholders involved.
- Lead the implementation of configuration changes within the I Trent system, including payroll elements, pension schemes, and workflows.

- Monitor and maintain the HR and payroll system, including workflow and payroll batch processes.
- Report and resolve operational systems issues with third-party providers.
- Manage performance of HR interfaces with other company systems.
- Oversee system testing for service packs and software upgrades.
- Identify project risks and potential roadblocks.
- Maintain a people-oriented focus during new implementations and system functionality.
- Provide technical guidance throughout the project lifecycle.
- Stay updated on regulatory and legal HR/payroll requirements and best practices.
- Support various teams, including HR, Payroll, and Finance, in project initiatives.
- Generate reports and analyse HR/payroll data to align with business strategy.
- Create Business Objects reports and manage upgrades to the reporting universe.
- Identify trends, inefficiencies, and opportunities for improvement.
- Ensure data accuracy and present findings in a clear and professional manner.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care Think Do	
• Inspire • Challenge •	Accountability
• Understand • Improve	• Involve
• Communicate • Learn •	Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management: NHS Code of Practice](#) , [NHS Constitution](#) and [HSCIC Code of Practice on Confidential Information](#) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- **Technical Aptitude:** Demonstrates strong technical skills with the ability to quickly learn and adapt to new systems and technologies.
- **Professional Courage and Influencing:** Displays the confidence to advocate for necessary changes and influence stakeholders effectively.
- **Collaboration:** Works well within teams, fostering a cooperative environment to achieve common goals.
- **Ability to Prioritize:** Capable of managing multiple tasks efficiently and prioritizing work based on urgency and importance.
- **Responsiveness:** Exhibits agility in thinking and acting, able to respond quickly to changing circumstances.
- **Facilitation:** Proactively initiates actions and facilitates discussions to drive progress on projects and initiatives.
- **Visionary and Strategically Minded:** Possesses a forward-thinking approach with the ability to contribute to the strategic direction of the organisation.
- **Eagerness to Learn:** Shows a commitment to personal and professional development, particularly in software and system enhancements.
- **Support for Policies and Processes:** Actively backs and promotes policies and procedures that enhance organisational effectiveness.
- **Excellent System Knowledge:** Demonstrates comprehensive understanding of how different systems interact and integrate within the organisation.
- **Knowledge of Midland HR's iTrent:** Familiar with the iTrent system and its functionalities in HR and payroll processes.
- **Technical Expertise in HR/Payroll:** Holds in-depth knowledge and experience in the HR and payroll domain.

- **Advanced Microsoft Skills:** Proficient in Microsoft applications, particularly Excel and Word, with the ability to leverage advanced features.
- **Commercial Awareness:** Understands the business environment and how HR strategies impact overall organisational performance.
- **Expertise in Reporting Tools:** Proficient in using iTrent and Business Objects for data analysis and reporting.

Desirable

- An accredited qualification in Data Analytics.
- CIPP (Chartered Institute of Payroll Professionals) qualification.

Employee signature

Manager signature
