

## Job Description

**Job title:** HR Systems Project Manager  
**Reports to:** HR Manager  
**Based at:** Birmingham – hybrid or homeworking

BUSINESS  
DEBTLINE

NATIONAL  
DEBTLINE

WISER  
ADVISER

**Special Conditions:** 15m Fixed Term Contract

### Job Purpose:

Lead on the implementation of our new HR Core, Onboarding and Payroll systems, leading on the design, configuration and testing of processes for seamless transition to the new HR system.

Lead on the implementation of the Onboarding module post-core HR implementation to finalise the set-up of the already implemented Recruitment system.

Support the Trust's decision to move to in-house payroll with seamless transition from third party payroll supply to in-house payroll, leading on the design, configuration and testing of payroll software to agreed deadlines.

### Key Responsibilities:

- Collaborate with HR Subject Matter Experts to design, configure and test processes for seamless transition to the new HR and payroll systems.
- Engage with external system providers on system configuration and design.
- Ensure the quality of HR data meets business requirements through meticulous analysis and stakeholder engagement.
- Collaborate with internal stakeholders to deliver the projects on time and in line with stakeholder requirements.
- Create streamlined workflow automation process maps to minimise change requirements and maximise efficiency, in consultation with all stakeholders.
- Lead HR data analysis and migration efforts, ensuring smooth transition from old to new systems.
- Provide hands-on support to system configuration and user-acceptance testing.
- Update procedures and maintain accurate technical documentation and standard operating procedures to uphold professional standards.
- Act as a point of contact for issue resolution and feedback, ensuring exceptional customer service.
- Monitoring project progress, identifying risks and implementing migration strategies.
- Carry out payroll dummy runs in the lead up to the move to fully-in house payroll, liaising with the payroll team and the external payroll provider.
- Train managers in the use of the HR system and produce engaging user guides for reference.

- Participate fully in system training and be a point of contact for queries from HR users.
- Troubleshoot any system issues both pre and post go live, ensuring a smooth transition.
- Liaise with the comms team to ensure that staff and managers are fully aware of the system changes and timeline for transition.

## **General**

- Support the wider HR function in day-to-day operations that are systems related.
- Troubleshoot day to day queries and system issues for all users.
- Any other reasonable duties that commensurate with the level of the post.

# Person Specification

## **Qualifications - essential**

- Bachelor's degree in HR Management Information Systems, Data Analytics or related field or equivalent working experience.
- CIPD qualified.

## **Knowledge and experience - essential**

- Proven technical expertise in HR technology implementation, configuration and data management. IRIS Cascade implementation preferable.
- Proven project management skills in system implementation.
- Experience of collaborating with multiple stakeholders at all levels of the business.
- Familiarity with data processing compliance, including GDPR.
- Excellent MS Office skills.
- Sound knowledge and experience of payroll system implementation.
- Proven experience with HR and payroll systems, preferably IRIS Cascade.
- Sound knowledge of HR policy, processes and procedures and how they adapt to workflows in the system and our way of working.

## **Skills and competencies – essential**

- Autonomous and enquiring mind to identify user requirements and how these transfer to system workflows.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and the ability to maintain data accuracy and confidentiality.
- Strong written and verbal communication skills with the ability to convey complex information to diverse audiences.
- Organised, proactive and excellent time management skills to meet challenging deadlines effectively.
- Advanced proficiency in IT, with expert-level skills in Excel and data reporting tools.
- Strong analytical skills with the ability to interpret complex information.
- Credible, with the ability to work collaboratively with other team members across the HR team and other stakeholders involved in the project.
- Strong stakeholder engagement and communication skills.
- Identify and address project risks promptly.
- Enthusiastic and solutions-focussed approach.
- Ability to work as part of a team.

## **Personal qualities**

- Resilient and calm approach.
- Commitment to the values of the Trust which are to be balanced, be supportive, be innovative.
- Co-operative and willing to assist others.
- Strong work ethic and flexibility to get a job done.
- Positive, can-do attitude.
- A commitment to Equality Diversity and Inclusion