

JOB DESCRIPTION

Job Title: HRIS Project Co-Ordinator (Fixed term)

Department: Finance and IT

Direct Reports: None

Reporting to: Senior HR Business Partner

Main Job Functions:

- Support the Senior HR Business Partner to ensure the HRIS (HR Information System) project runs smoothly.
- To collate data in respect of the new HR system ensuring data is ready on time and accurately for uploading.
- Help manage the data migration and integration of the system.
- To create support materials and documents for the new system.
- To support the L&D team to implement HRIS training across the Trust.
- To work collaboratively with the HR team to ensure where possible feedback into new system set up is captured.
- Be part of the HRIS project group.
- To support the testing of the system.

(NB In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required).

Main Duties:

i.	<p>Ensure all duties are carried out in line with:</p> <ul style="list-style-type: none"> • HR policies and procedures • Corporate policies and procedures • Performance goals • Business plans • Data Protection Act • CQC requirements
II.	<p>Data collation in relation to recruitment, payroll, sick absence, HR records.</p> <ul style="list-style-type: none"> • Set up input into configuration. • Carry out data cleansing

	<ul style="list-style-type: none"> • Liaison with stakeholders on any issues e.g. job role titles where there are anomalies, processes and procedures. • Support for initialising additional system elements.
ii.	<p>Production of materials:-</p> <ul style="list-style-type: none"> • Comms documentation – posters/news items • Support for IT to create self-service help guides to proactively reduce call activity to HR and IT. Review of training materials with Project Manager and L&D. • Creation and collation of feedback surveys. • Support documentation changes as a result of feedback.
iii.	<p>System and process design:-</p> <ul style="list-style-type: none"> • User your expert knowledge of HR process design to recommend process design within the system. • Liaise with stakeholders on recommendations and collate feedback. • Align support guides and liaise with L&D to ensure training provisions accommodates process changes. • Review HR system resources pages on SharePoint and amend all processes and documentation to align with new HR system.
iv.	Testing of system. Set up testing parameters, agree testers, allocate testing criteria and collate feedback. Make recommendations for changes.
v.	Support for training roll out. Review training materials with project team. Provide expert advice during training sessions and help deliver sessions where required.
vi.	Support for super users. Support Super Users with queries and assist with initial in depth training.
vii.	Support for compiling reporting and testing of reports, reconciling these with existing databases and payroll.
viii.	Project Plan and project site - upload documents to the team site as documents are signed off and update documentation as required.
ix.	Reporting – help create reporting dashboards and test data to ensure reporting is accurate and in line with requirements.
x.	
Note:	

In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required.

Date of Description: 3/3/20

Job Description Ref:

Prepared By: Senior HR Business Partner