

## JOB DESCRIPTION

<b>Job Title:</b> HR Systems and Data Manager	<b>Band 7:</b> £37,100 - £41,732 <i>Opportunity to progress to £45,585</i>
<b>Department:</b> Human Resources	
<b>Reporting directly to:</b> Deputy HR Director	
<b>Responsibility for:</b> HR Systems and Data Analyst	
<p><b>Other Contacts</b></p> <p><b>Internal:</b> HR Systems and Data Analyst; HR Operations Team; Recruitment Team; HR Business Partners; Training and Organisational Development Team; Deputy HR Director; Director of HR; Payroll Team; IT; Finance; Information Governance Office; Heads of School; Heads of Department; Other University colleagues</p> <p><b>External:</b> HR System Providers (MHR and Stonefish); External University colleagues and networks; Statutory and Regulatory Bodies (e.g. HESA)</p>	
<p><b>Job Purpose:</b></p> <p>The HR Systems and Data Manager, supported by the HR Systems and Data Analyst, will play a pivotal role in maintaining and developing the University's HR systems (iTrent and Stonefish) to ensure operational, strategic and statutory requirements are efficiently met.</p> <p>In addition to leading on the scheduling, testing and implementation of any system updates required by the system provider/s, the role holder will also be responsible for proactively identifying opportunities for system improvement and leading on the implementation of approved changes. The role holder will provide excellent technical and operational advice and guidance to all HR system/s users, whilst also offering expert knowledge on data management and reporting.</p> <p><b>Key Responsibilities*:</b></p> <ol style="list-style-type: none"> <li>1. Manage system upgrades, software and performance testing, audit compliance and management of system permissions and HR system access and permissions across the organisation.</li> <li>2. Be responsible for the upkeep and development of the University's HR systems, identify opportunities for system improvements and actively participate in the implementation of any approved changes.</li> <li>3. Develop a University user group to ensure that HR functionality in both iTrent and Stonefish is optimised and meets the needs of key stakeholders; seek regular feedback from the user group to support the ongoing development of HR functionality and reporting.</li> <li>4. Through the University's IT Change Advisory Board (CAB), and in collaboration with the broader HR Team, senior management, and stakeholders, efficiently schedule and execute HR system updates, ensuring minimal disruption to services.</li> <li>5. Establish clear procedures, processes, and workflows for all system operational activities. Develop procedures to identify data anomalies or poor system user practice and advise and guide on appropriate corrective action as deemed necessary.</li> <li>6. Ensure organisational structures and posts are accurately maintained within the HR systems, to allow for efficient management reporting and financial budgeting/forecasting.</li> </ol>	

7. Manage bulk downloads and uploads to support routine processes like pay reviews, annual incremental rises and non-pay related mass updates.
8. Work closely with the Recruitment Manager and HR Operations Manager, and other departments where necessary, to ensure seamless integrations between HR systems and other business systems as required.
9. Assist the Deputy HR Director in managing contracts, renewals, and negotiations with external HR system providers (i.e. MHR and Stonefish).
10. Take a lead and collaborate with the Deputy HR Director to define and prioritise HRIS-related projects, taking an active role in managing or supporting projects to completion.
11. Assess and monitor GDPR risks and compliance levels within HR systems, working with the Information Governance Officer to ensure the timely identification and resolution of any such issues.
12. Working in collaboration with the Recruitment Manager and HR Operations Manager, create and maintain detailed process manuals for HR system operations to prevent single points of failure and facilitate upskilling within the team or business.

**Reporting:**

13. Provide expert advice to internal stakeholders regarding proposed changes to HR system data structures, considering their impact on data integrity and reporting.
14. Ensure the timely provision of accurate management reports by supporting the development of a comprehensive set of regular reports and KPIs. Minimise manual reporting wherever possible and address ad hoc report requests promptly.
15. Oversee regular validation and integrity checks on iTrent, Stonefish and other system data to ensure accuracy, completeness, and optimisation for reporting. Identify and resolve any identified errors.
16. Lead on production and submission of any statutory reporting requirements from or for funders, stakeholders or regulatory bodies e.g. gender pay gap reporting, collation and submission of the annual HESA return, collation of data for REF, responding to sector surveys etc.

**Other Duties:**

17. Identify areas for change and improvement in all HR related systems or processes, contributing to process enhancements within the HR Team by implementing systems and procedures that facilitate efficient prioritisation and timely completion of work.
18. Lead and support HR Team and business projects as necessary, reporting project progress and escalating risks and concerns when needed.
19. Provide training to HR system users (internally within HR and to school/departmental managers where deemed necessary/appropriate) to ensure staff and managers are able to carry out their responsibilities.
20. Attend training, webinars, user groups and/or forums hosted or organised by HR system providers (i.e. MHR and Stonefish) to keep up to date with changes/new developments
21. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
22. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
23. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

\*The above does not represent an exhaustive list of duties associated with this role.

Disclosure: This employment is exempt from the Rehabilitation of Offenders Act 1974. Candidates will be required to declare any criminal convictions, cautions or bind-overs, including any that would be regarded as spent under the Act in other circumstances. If you are selected for appointment, you will be required to apply to the Disclosure and Barring Service for a Criminal Records Check / Barred List Check.