University of Edinburgh

Job Description – HR/CORP/008

1. Job Details

Job title: HR Systems Administrator
School/Support Department: Human Resources
Unit (if applicable): Corporate HR
Line manager: Director of HR

2. Job Purpose

To provide systems support and development for all HR systems, to ensure that Colleges and Support Groups have effective systems, developed according to agreed priorities, and with a fast, friendly and effective support desk for all users (in HR and in Schools and Departments); to address and implement HR management information reporting needs for Colleges and Support groups, and to manage the production of key University management information in relation to internal performance indicators, the HESA staff return and the staff component of the RAE return.

3. Main Responsibilities

1. Work with HR Systems Steering Group to contribute proposals, information and advice for the assessment and agreement of HR systems development priorities, and then developing detailed project proposals in liaison with MIS HR support staff member. 10%

2. Lead or contribute to systems development projects, eg Reward Systems, Sickness Absence, HRMI developments, as lead expert on the ORACLE HR system and business process redesign. 40%

3. Provide briefing, training and back-up for roll-out of system changes and developments. 5%

4. Plan and implement national pay awards (authorised by Director); plan and implement HESA staff record return and Staff Component of RAE return. 5%

5. Produce complex (non standard) management information reports. 5%

6. Run fast, friendly and effective HR systems support desk for Colleges and Support groups; trouble-shoot on major problems. 35%

4. Planning and Organising

Project management on small, medium and significant scale as needed. Planning and organising work in all other areas to meet objectives set in University or HR plans, analysing risks, co-ordinating staff effort and driving to meet deadlines set by those plans. Planning is normally up to a year ahead but can be up to 2 or 3 for major IT projects.
5. Problem Solving
Trouble-shooting and finding creative solutions to problems or limitations identified with ORACLE HR system, using detailed knowledge of system capability and business processes to come up with short and long terms answers. Engaging users directly in the redesign of business processes to ensure simplification and solutions to business needs. Operating and negotiating between HR departments, end users, Payroll and MIS, referring significant issues or disputes to HR Director or Project Leaders as required.

6. Decision Making
Makes all day to day decisions on systems operation except where there is a significant business risk (which would be referred to HR Director); makes all day to day decisions on input to HESA and RAE returns, with guidelines established by HESA, RAE Unit and the University of Edinburgh.

7. Key Contacts/Relationships
All HR staff, all key users. Payroll, MIS, EUCS, Project Teams, HESA staff, Planning Section. Appraisal, discipline and allocation of work for two staff.

8. Knowledge, Skills and Experience Needed for the Job
Detailed knowledge and expertise in ORACLE HR systems and of HR business processes and requirements, of HESA systems and requirements and of RAE systems. Up to date knowledge of HR systems other than ORACLE in order to identify possible improvements or alternatives. Detailed knowledge of the University, its structures and processes and management systems.

9. Dimensions
Team of two HR Systems Assistants. Budget per project proposal agreed. HESA and RAE returns for a major Russell Group University.

10. Job Context and any other relevant information
The University has a devolved HR function in a traditional management context, which means that the jobholder has to operate and influence within a complex matrix of relationships, ensuring that customer (College and Support Group) needs are met in way which increases simplification and reduces duplication. Systems team provides service and support to 4 operational HR departments, approximately ? non HR users, and handles around Y queries per year.