

# ROLE PROFILE

Role Profile	
<b>Job Title</b>	HR System Implementation Analyst
<b>Department</b>	People & Culture
<b>Reports to</b>	Head of HR Services

<b>Job Purpose</b>	<p>The 12-month fixed-term role will be part of a project team that will support the successful implementation of a new Human Capital Management (HCM) system at Delt that will service both Delt and our partner organisations.</p> <p>Will work with HR SME's in the overall solution design, configuration, testing of processes/configuration and transition to live operations e.g. training, process documentation and knowledge transfer to solution users.</p>
<b>Key Competencies and Outputs</b>	<p>Supports the HR project lead with the implementation of the project plan, process mapping and system testing</p> <p>Ensures that the quality of HR data supports all people business requirements by working with key stakeholders to understand requirements</p> <p>Creates workflow process maps that support the current system configuration with the aim to achieve minimal change requirements</p> <p>Provides detailed HR data analysis in preparation for mapping and migration of data from old system to new system</p> <p>Supports a team of HR Systems Analysts in HR and Payroll Management System configuration and testing as part of the implementation plan.</p> <p>Reviews and update procedures when necessary and keep technical documentation accurate and current.</p> <p>Resolve issues and feedback to others communicating with internal and external customers.</p> <p>To maintain the professional standards of customer focused service which includes maintaining confidentiality of information and ensuring compliance with regulations relating to the access, security and processing of personal data.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
<b>Experience, Knowledge, Skills and Qualifications</b>	<p>Proven technical aptitude in HR solution design, configuration and data management including business engagement, process redesign</p> <p>High level of IT competency and advanced levels of Excel</p> <p>Confident use of IT systems and associated reporting tools to efficiently extract, analyse and work with complex data.</p> <p>Working knowledge and data processing compliance including General Data Protection Regulations and Freedom of Information Acts.</p> <p>Experience in analysing and interpreting complex information.</p>

	<p>Good planning, co-ordination, and organisational skills to manage personal work programme effectively against challenging deadlines.</p>
<b>Corporate Standards</b>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, customer confidentiality and appropriate information governance.</p> <p>All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties regarding the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>