

ROLE PROFILE

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| **Role Profile** | | | |
| **Job Title** | HR/Payroll System Implementation Support | | |
| **Department** | Project WRP0004701 | | |
| **Reports to** | HCM Programme Manager | | |
| **Location** | Hybrid/Building 2, Derriford Business Park, Plymouth | **Shift Pattern** | Office hours as per company terms and conditions |

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| **Job Purpose** | The 6-month fixed-term role will be part of a project team that will support the successful implementation of a new HR and Payroll System at Delt that will service both Delt and our partner organisations. |
| **Key Competencies and Outputs** | Supports the HCM Programme team with the implementation of the project plan, process mapping and system testing  Supporting Payroll testing throughout Parallel Running with daily report extraction and quality assurance.  Performs User Acceptance Testing from the perspective of an End User to support HR and Payroll colleagues with end-to-end process testing.  Produces, reviews and update procedures when necessary and keep technical documentation accurate and current.  Participate in full system UAT for Phase 1 and for Phase 2 modules including Recruitment and Onboarding/Performance Reviews/Management, Learning and Development Modules. Support team with customer-specific UAT testing for TFT and others, as required.  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.  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 |
| **Experience, Knowledge, Skills and Qualifications** | Experience of working with IT systems, ideally supporting an implementation programme  High level of IT literacy including MS Excel, Teams. Ability to learn how to run reports within Core HR and provide this information to the project team in the required format, to daily deadline.  Confident use of IT systems and associated reporting tools to efficiently extract, analyse and work with complex data.  Working knowledge and data processing compliance including General Data Protection Regulations and Freedom of Information Acts.  Experience in analysing and interpreting complex information.  Good planning, co-ordination, and organisational skills to manage personal work programme effectively against challenging deadlines. |
| **Corporate Standards** | 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.  All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt’s policies and procedures.  All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.  Undertake all duties regarding the Delt equalities policy and relevant legislation.  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). |