

# Job Description:

## HR Systems Assistant

Function:	HR
Position:	<b>HR Systems Assistant</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	HR Systems Manager
Additional reporting line to:	
Position location:	Datacentre, 310 Broadway, Salford

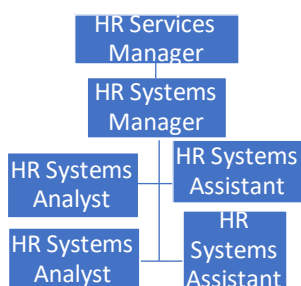
### 1. Purpose of the Job

- To be responsible for the maintenance of the organisational structure within SAP HCM and ensure its alignment to the business.
- Continually review and develop the HR systems processes to ensure that efficiencies and opportunities are identified and implemented, and data integrity is maintained.
- Investigate system issues and manage to resolution
- Execute administration tasks within HR systems
- Perform user acceptance testing for system changes and defects

### 2. Dimensions

Revenue FY13:	€tbc	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region	n/a
		Net income growth:	n/a						
		Cash conversion:	n/a						
Characteristics									

### 3. Organisation chart



#### 4. Context and main issues

- Maintain organizational structure within SAP HCM
- Investigate and manage system issues
- Review and develop HR systems processes
- Execute administration tasks within HR systems
- Perform user acceptance testing

#### 5. Main assignments

- Maintain HR records including organisation units, positions and job changes in line with audit requirements, ensuring both manual and electronic employees' records are up to date and within agreed shared service timelines
- Contribute to data maintenance and analysis ensuring the update of HR Systems including SAP HCM and associated systems
- Ensure organisation charts are accurately maintained
- Execute administration tasks with HR systems
- Investigate queries and issues raised in relation to SAP HCM, UDC Payroll, and other HR Systems which are supported by the HR Systems team and manage in a timely manner with IS&T and 3<sup>rd</sup> parties until resolution
- Identify and mitigate risks to HR data accuracy, always seeking to recommend interventions and improvements
- Ensure data is maintained and kept secure according to the Data Protection Act
- Design and execute test scenarios and scripts
- Manage content on SodexoNet and Sharepoint to support the business with the use of tools/resources that are under the responsibility of the HR Systems team
- Work closely with HR Systems and Reporting Specialist to promote and contribute to efficient and effective use of HR MI
- Support the HR Systems Manager in the design and delivery of ad-hoc projects including supporting the delivery of HR calendar events and provide support to other HR Service Centre Teams when required eg: at peak times
- *Statements in this Job Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.*

#### 6. Accountabilities

- Maintenance of organisational structure in line with requirements and within a timely manner
- Manage HR Systems content on SodexoNet and Sharepoint
- Effective communication to and management of Stakeholders and End Users
- Customer service satisfaction will be measured and monitored, with comments and feedback used for continuous improvement
- Processes will be regularly reviewed and opportunities for improvement will be identified and solutions implemented
- All tasks and interactions related to delivering the service are completed according to the principles & practice detailed within the Information Security Policy and any other additional security requirements for specific customer groups.

## 7. Person Specification

### Essential

- Ability to work to SLAs and tight deadlines
- Proficient user of MS office programmes and advanced knowledge in Microsoft Excel and Access
- Highly organised and responsive, with ability to work to SLAs and tight deadlines
- Numerate and a lateral thinker, good at data analysis, with a strong attention to detail
- Sound communication skills and committed to providing customer satisfaction
- Willingness to learn new change methodology and tools

### Desirable

- Educated to degree level or equivalent / CIPD qualified
- Experience of working in a shared service environment

## 8. Competencies

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	
▪ Rigorous management of results	
▪ Brand Notoriety	
▪ Innovation and Change	
▪ HR Service Delivery	

*I can confirm I have read the full content of my job description and understand the requirements of this role:*

**Employee Signature:**

**Date:**

Please return to sender with any associated documentation

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Document owner	Mark Goodyer		