

Job Description

Job Title: HR/Payroll System Developer

Reports to: Business World Manager

Location: Home Working

Purpose

The HR/Payroll System Developer works as part of the Business World team to support the ERP system and maintain and improve the quality and integrity of the data, as well as improve the impact of the reporting, efficiency, and effectiveness of the system as a whole.

The BW team operates on a matrix basis, with an allocated lead for each of the different modules of the system (Payroll, HR, Procurement, Finance etc.). The HR/Payroll System Developer is the principal lead and relationship manager for senior staff in the organisation on the HR and Payroll elements. You will therefore liaise and build a strong relationship with the Head of Transaction Services, Head of Resource and Reward, HR Business Partner Manager, Director of OD and Learning, and Head of Learning & Performance, as well as other key stakeholders.

The role requires the candidate to have a combination of HR, payroll, system, analytical and personal skills to optimise the system and develop it as part of the wider team, for current and future business needs.

Main Duties and Responsibilities

1. Act as the Subject Matter Expert and key point of contact for HR/Payroll stakeholders, covering all elements of HR and Payroll.
2. Support system development projects to improve the data and / or functionality of the Business World system, including development of new process documentation and designing change testing.
3. To work with the broader HR/Payroll team to ensure a robust system with strong data controls are in place, working with stakeholders to establish responsibilities and working collaboratively to develop a strong control environment.
4. Provide training to HR & Payroll users, alongside support to the wider web user community who interact with the system.
5. Be able to work with key stakeholders, including the HR/Payroll Leadership Team, to reconfigure and remap the existing HR/Payroll Reports and to deliver an agreed suite of reports. Review how the system reports are being produced and identify

alternative options to produce and automate new bespoke reports whilst encouraging a self-service culture.

6. To optimise efficiencies with respect to workflow, forms, flexi fields and alerts.
7. To work with payroll to resolve queries and ensure the system is working efficiently.
8. To work as part of the wider Business World, and broader stakeholders, to ensure HR/Payroll processes and information are digital and efficient.
9. Support the Business World Manager in building a culture of continuous improvement.
10. To support the Business World Administration team with any HR/Payroll system issues arising through the issue ticketing system.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or

concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.

8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center">Person Specification Job Title: HR System Developer (E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • HR/Payroll Qualification (D). • Understanding of SQL or other coding principles / language for purposes of supporting an ERP system (D). • Degree or equivalent level of experience in related subject (E).
<p>Experience</p> <ul style="list-style-type: none"> • Extensive experience with managing, operating and improving HR/Payroll systems to ensure the system is working to its optimum capacity (E). • A good understanding of HR/Payroll Process mapping (E). • An understanding of data controls and reflecting these through workflows and controls on systems (E). • Experience of the Business World Agresso Unit 4 ERP system (D). • Experience of designing, implementing and managing HR/Payroll processes and policies (E). • Experience of effective presentation of HR/Payroll information all levels of staff (E). • Awareness and understanding of the public sector in relation to best practice (D).
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Listens to and responds to customers sensitively and appropriately(E). • Able to solve problems creatively to achieve service outcomes (E). • Able to inspire trust, confidence, respect and credibility from a range of people (E). • Demonstrates personal responsibility for decisions and actions and the consequences of these (E). • Good time management, able to prioritise workload and meet deadlines (E). • Able to influence and negotiate others to achieve service outcomes across organisations with competing priorities (E). • Advanced user of Microsoft Excel (D).
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • Team player and eager to see the bigger picture of HR/Payroll and the organisation. Uses this to drive the team to a higher level (E). • Enthusiastic and confident communicator (E). • Ability to prioritise competing demands and tasks (E). • Open and flexible to the changing demands of the organisation (E).
<p>Safeguarding</p> <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • This post requires a Disclosure and Barring Service Check at a Basic level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)