| Group Member: | Luminate Group Services | |
|---|---|---|
| Job Title: | HR Systems Manager | |
| Reports to: | Senior HR Business Partner | |
| Job Grade | LEG G | Department | Human Resources |

**CORE RESPONSIBILITIES:**

1. Accountable for all HR Systems, providing systems management, administration, and user support.

2. Accountable for the design, development and delivery of the HR systems strategy and long-term planning.

3. Maximise opportunities for the HR function to continually improve system functionality.

4. Lead HR systems projects.

5. Collaborate with colleagues to scope, design, built, test and deploy systems functionality to provide an outstanding HR systems service.

6. Responsible for all HR systems testing activity during upgrades and systems changes to ensure the continued and uninterrupted provision of a high-quality system.

7. Oversea the day to day maintenance of HR systems to ensure it is readily available and reliable.

8. Ensure the data quality is of the highest standard possible by monitoring useage, timely inputting providing training as needed.

9. Ensure contingency planning and risk management e.g. in relation to absence, to ensure systems functionality can be maintained during project implementation and period of personnel absence.

10. Develop process maps, documents and guidance for established and new functionality.

11. Lead the cultural transformation to help colleagues maximise the benefits of manager and employee self-serve options, including development of departmental metrics.

12. Design, develop and deliver manager training, including associated guidance and training materials to ensure all colleagues are fully conversant with HR systems.

13. Ensure the provision of regular and ad hoc reporting, planning effectively for key data returns required across the Group.

14. Management of Systems Team personnel and associated development.

15. Any other duties that are specific to the department.

16. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
17. Ability to participate in evening/weekend work as required

**GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.

- Comply with all relevant policies and procedures.

- Act with honesty and integrity to maintain high standards of ethics and professional standards.

- Use and promote relational practice approaches.

- Comply with all legislative and regulatory requirements.

- Promote a positive image of the Luminate Education Group and member organisations.

- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody the group's values:

**Kindness**
*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

**Ownership**
*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

**Enjoyment**
*Fostering environments that enable staff and students to be brave, interact and have fun*

**Collaborative**
*Proactively seeking opportunities to create synergies and positive outcomes for all*

**Passion**
*Encouraging all to have aspiration and passion in everything they do.*

**Creative**
*Always hungry to learn and looking ahead so we can be responsive*

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|---|---|
| **Department** | Human Resources |

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

| **Qualifications and Attainments** | | |
|---|---|---|
| **Essential (E) Desirable (D)** | **Criteria** | **Method of assessment** |
| E | Q1. Educated to degree level or equivalent (relevant degree – Computer Science, IT, Business Management) or the ability to demonstrate equivalent experience. | A / C |
| E | Q2. English and Maths at Level 2 or above. | A / C |
| **Experience and Knowledge** | | |
| **Essential (E) Desirable (D)** | **Criteria** | **Method of assessment** |
| E | EK1. Experience of maintaining an HR system to ensure an outstanding user experience | A / I |
| D | EK2. Experience of the design and delivery of an integrated HR system. iTrent experience would be advantageous. | A / I |
| E | EK3. Experience of systems development, risk management and testing | I / P |

| E | EK5. Experience of leading projects to continually improve the service | I |
|---|---|---|
| E | EK6. Experience of analysing and interpreting data and the production of management reports | A / I |
| D | EK7. Experience managing and developing a team in line with Systems goals and strategy | A / I |
| E | EK8. Ability to demonstrate extensive experience/knowledge of use of Online Platforms and Microsoft Office Packages, including Word and Excel. | A |

| Skills and Competencies | | |
|---|---|---|
| **Essential (E) Desirable (D)** | **Criteria** | **Method of assessment** |
| E | SC1. Excellent organisational and planning skills. | A / I |
| E | SC2. Ability to provide system training to others | A |
| E | SC3. Ability to design, develop and deliver systems and functionality improvements | A / I |
| E | SC4. Strong attention to detail | A |
| E | SC5. Ability to work to tight deadlines with competing demands | A / I |
| E | SC7. Ability to make sense of complex issues, identify and solve problems. | A / I |

| Behavioural, Values and Ethos | | |
|---|---|---|
| **Essential (E) Desirable (D)** | **Criteria** | **Method of assessment** |
| E | B1. Support and promotion of equality, diversity and inclusion | A/I |
| E | B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in | I |
| E | B3. Commitment to the PREVENT agenda | I |
| E | B4. Commitment to professional standards | I |
| E | B5. Commitment to restorative practice approaches | I |