



**Ambitious
about Autism**

HRIS

Payroll Project

Lead

Job description, 2024

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jobs@ambitiousaboutautism.org.uk.

Job description

Job title	HRIS Payroll Project Lead (8-month FTC)	Team	People
Job band	£46,840 – £53,804 (depending on skills and experience)	Reporting to	Head of People
Hours	35 hours per week (hybrid)	Line manages	N/A

Approved by: Head of People

Updated: August 2024

Role purpose

At Ambitious about Autism, we are seeking a HRIS Payroll Project Lead, to join our team on an 8-month fixed-term contract.

Following the recent launch of PeopleXD, we are entering phase two of our project, which involves enhancing our system by integrating the PeopleXD Payroll module, managed by Access. This module will consolidate two outsourced providers into a unified platform.

As a HRIS Payroll Project Lead, you will play a key role in this expansion, configuring the PeopleXD Payroll module, managing the internal project, and acting as the crucial link between the People Systems & Data Partner, the Finance team, who are the main stakeholders in the project, and the software provide Access.

Key accountabilities and dimensions

- Gather requirements from Payroll stakeholders to configure the PeopleXD Payroll module.
- Collaborate closely with Access to configure the payroll module, raise tickets/bugs, and ensure seamless integration.
- Assist in updating current configurations to accommodate the new payroll module.
- Work in conjunction with the People Systems & Data Partner to identify limitations, opportunities, and risks as needed.
- Utilize prior implementation experience to lead system configuration across HR, Workforce Management, and Payroll modules.
- Support the development of clear and comprehensive technical documentation, ensuring accurate data mapping and thorough change logs.
- Define and coordinate testing regimes with Payroll and business stakeholders, actively logging and resolving defects, bugs, and customer system queries.
- Support the module rollout, coordinating data migration loads, validation exercises, and parallel run activities.
- Cultivate trustworthy relationships with the product vendor, proactively raising and tracking system issues through support tickets and project meetings.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Strong experience of managing, configuring and developing HRIS/HCM products.	X
2. Has led a successful implementation of an HRIS/HCM product, including the technical design and build of the system and overall project management.	
3. Excellent knowledge and understanding of HR and payroll processes.	X
4. Strong knowledge of database concepts, architecture, and SQL.	X
5. Experience or good knowledge of product integrations and related concepts, e.g., SFTP/API	X
6. Experience working with the PeopleXD product.	
7. Experience with understanding and preparing technical design documentation	X
8. Thorough understanding of functional analysis and system design	
9. Detail-oriented problem solver with excellent prioritisation and collaboration skills	X
10. Proficient with Microsoft Office Suite or related software	X
11. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
Personal attributes	
11. Strong analytical and problem-solving skills	X
12. Excellent interpersonal and technical support skills	X
13. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	Sunday 1st September 2024
Candidates informed of outcome of application	W/C Monday 2nd September 2024
Interviews (these will be conducted online via Teams)	W/C Monday 9th September 2024

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

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🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.