

JOB DESCRIPTION

- Job Title:** • Senior HRIS Systems Officer
- Department:** • Corporate services
- Contract:** • Fixed Term Contract (3 months with possible extension) Full time, flexible working
- Salary:** • £40,000 +generous benefits
- Reporting to:** • Senior HR Manager (HRIS/Projects)
- Location:** • Victoria, London (hybrid working with 1-3 days in the office each week)
- Website** • www.nhsproviders.org

About NHS Providers

NHS Providers is the membership organisation for the NHS hospital, mental health, community and ambulance services that treat patients and service users in the NHS. We help those NHS foundation trusts and trusts to deliver high-quality, patient-focused care by enabling them to learn from each other, acting as their public voice and helping shape the system in which they operate.

NHS Providers has all trusts in England in voluntary membership, collectively accounting for £115bn of annual expenditure and employing 1.4 million people. We are a busy, high performing team of around 100 staff, based in central London, although we are flexible and work in a hybrid format, with both office and homeworking.

Our values are at the centre of who we are, what we do, and how we behave:



Nature and scope

The role will cover a spectrum of activities across the various HR systems and associated platforms including the new PeopleHR, payroll, pension, and absence. The job holder supports the Senior HR Manager – HRIS/Projects in implementing, maintenance, configuration, and development of the HRIS Systems and other strategic HR projects including end-user training, and management reporting requirements.

The role will also coordinate the downloading of HR data into the new system, and function as the main point of contact for all PeopleHR software/ systems queries from the systems users.

Accountabilities

HR Systems Solutions

- Identifies system issues and defects (with or without guidance) and devises solutions by analysing fact patterns, following standard operating procedures (SOP), or applying customer support recommendations.
- Consults with the vendor customer support team to resolve system problems, unexpected results, or process flaws/errors.
- Follows the best practices, standards, and guidelines of the HRIS system when creating test scenarios and test scripts.
- Assists in the testing of systems and coordinates user testing and acceptance.
- Assists in the development and training of users throughout the organization in new processes and functionality in the core system modules.
- Uploads and/or reviews the pre-loaded data templates and logbooks for the system.

- Ensures that preloaded logbooks are available in each employee's record and added to their data in relation to the relevant system screen.
- Ensures that system users are provided with access rights and specifies which logbook screens are applicable to them.

HRIS System Administration

- Maintains up-to-date project documentation and project files, including templates, quality register, configuration records, data templates, and the master HRIS project implementation plan, timelines, etc., and archives superseded files.
- Coordinates and diaries project meetings and disseminates meeting packs and maintains/follows through the action logs for all meetings.
- Assists in reviewing and maintaining the current HR data bases and HR filing systems to ensure that the data held is correct, up-to-date, and meets regulatory requirements.
- Supports the process of cleansing and reviewing employee/HR data.
- Checks the completeness and accuracy of the people/HR data formats before it is loaded onto the new system platform.
- Coordinates the admin and end user training and distribute the required pre- and post-training materials to the delegates.
- Supports the delivery of training to all new system users, including induction sessions for new starters.
- Collaborates with the HR team to map out and produce draft HR process maps and workflows for HR management to review and document.
- Maintains and ensures that relevant departmental budget holders approve any changes to the organizational charts, reporting relationships structures, and contact list for NHS providers.
- Supports in creating and maintaining HR templates and forms within the new system as required and conducting system configuration.
- Ensure that any technical issues are fixed on a timely basis, if the system is not operating as, it should, and respond to incidents with support from the vendor.
- Maintains the new HR system, including the generation of ad-hoc reports as required for analysis by the Senior HR Manager for HRIS/Projects.
- Participates in all system-related meetings and ensures that actions agreed upon during quarterly and annual system reviews are conducted.
- Participates in training on the necessary modifications or updates for the HRIS System software and ensures that the relevant users are informed and trained, as necessary.
- Performance any additional ad-hoc tasks as assigned.

Person specification

Attributes	Essential criteria	Desirable criteria
Experience	<ul style="list-style-type: none"> ✓ Experience in HR system administration, preferably working with PeopleHR or any other modern HRIS system. ✓ Experience with engaging and providing guidance to internal system users at all levels of an organisation and collaborating with external vendors as required. ✓ Experience of working in a HRIS Implementation environment. ✓ HRIS configuration experience preferably PeopleHR. ✓ Be highly competent in MS Office, Word, Excel, and PowerPoint. ✓ Experience of HR processes, and process mapping, and able to define and embed new ways of working. ✓ Working on internal process improvement projects as part of the HR team ✓ Exceptional knowledge of project administration tools and techniques. ✓ Ability to analyse and translate data into actionable insights and summary reports. 	<ul style="list-style-type: none"> ✓ HR/Payroll knowledge and experience is advantageous. ✓ Experience with Visio and MS Project is desirable

Skills	<ul style="list-style-type: none"> ✓ Stakeholder/user engagement and communication skills ✓ Ability to engage with key stakeholders and facilitate timely information exchange. ✓ Must be customer and business focused and committed to delivering good customer service. ✓ Strong diligence with a 'right first-time attitude' and commitment to working and maintaining quality standards is essential. ✓ Ability to maintain confidentiality and exercise discretion, and to work with confidential information. ✓ Excellent time management and organisation skills with an ability to prioritise work and meeting deadlines. ✓ Ability to manage multiple priorities simultaneously and coordinate several activities efficiently. ✓ Excellent communication and people skills. ✓ Strong verbal and written communication skills. 	
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Job descriptions cannot be exhaustive and so the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.

NHS Providers is committed to equality of opportunity and of eliminating discrimination. All employees are expected to adhere to the principles set out in its Equal Opportunities Policy and all other relevant guidance/practice frameworks.

Equality and diversity

We are working hard to ensure that we are diverse and inclusive in all we do. This runs from how we gather, author, and share the thought leadership that the organisation puts out to how we engage with our members and the wider public. It includes how we recruit staff and procure partners and services, through to how we give people opportunities to develop, grow and advance their careers.

We are committed to the development of positive policies to promote equal opportunities in employment, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual

orientation, marriage and civil partnership, pregnancy, and maternity. This commitment will apply to recruitment and selection practices, learning, and development and internal promotions.

Place of work and hours

NHS Providers' office is in Victoria, London. We are working in a hybrid format, where staff work 5 days a week, with 1-3 days in the office. Staff can apply to work permanently at home, and this will be considered on a case-by-case basis, considering individual circumstances, the nature of the role and operational needs.

NHS Providers is supportive of flexible working and will consider requests for reduced hours/part time working, compressed hours, staggered hours (early start/late finish etc), annualised hours, and job sharing.

Staff benefits and groups

We offer a wide range of benefits:

- 25 days holiday plus two additional days off at Christmas.
- Personal development training and memberships to professional bodies.
- Study leave, help another leave day, service-related leave, and the potential to purchase up to five days extra off per year.
- Enhanced maternity and paternity leave pay.
- Season ticket loan for travel.
- Access to life insurance and dental plan.
- Enhanced pension scheme.
- Flu jabs.
- Eye test.
- Cycle to work scheme.
- Health and wellbeing initiatives.
- Access to the employee assistance programme, a confidential counselling service.

For more information, please contact HR by emailing lydia.kirton@nhsproviders.org.

We also run social groups such as a 'social exercisers' WhatsApp group and a book club, as well as a number of staff groups to provide support and a safe space to discuss issues that matter to staff:

- The race equality and cultural inclusion group.
- Mental health group.

- LGBTQ+ group.

How to apply

Please send a CV and covering letter setting out why you are interested in the role and how you meet the person specification to recruitment@nhsproviders.org by noon, on 23rd April 2024.

Interviews will take place in the **week commencing 29th April 2024**. Please note, those invited to interview will be required to respond to a set task, to be presented as part of the interview process.