

Job Description

Role Title:	HR Compliance Coordinator
School / Dept:	Human Resources
Reference:	MPF1781
Grade:	5
Full or Part time:	Full time
Hours:	1.0 FTE / 36.25
Reports to:	HR Compliance Lead

Role Purpose

Reporting to the HR Compliance Lead within the Human Resources Division the HR Compliance Coordinator will operate in a highly effective and responsive customer focused central service environment.

HR Compliance Coordinator will provide HR systems support service to customers. Ensuring that the systems operate efficiently, reliably and that HR information is current and the data managed effectively.

Sitting as one of the three pillars of the Reward, Wellbeing and People Analytics team, the Head of People Analytics leads the People Analytics function, operating in a highly effective and responsive customer-focused central service environment. This role is critical to achieving the vision for the HR Department by helping to drive and embed a workforce planning and performance management culture across the University, including ensuring that business leads take stronger ownership for their people data. The role also ensures that people analytics provision is appropriately developed, and operated efficiently, effectively and reliably, for use within HR and the wider University context, whilst helping to shape and influence people-led decision making across the University.

Principal Duties & Responsibilities

- To be fully conversant with all aspects of all HR data systems especially but not limited to Oracle.
- To assist with the efficient operation of the people data systems on a day to day basis, liaising with key users, auditing the accuracy of data input by end users and making certain that data/information is confidentially managed and processed in line with organisational and legislative requirements
- To provide support to end users, providing responses to queries and requests within agreed timeframes
- To ensure that any data held on prospective and new/existing employees is held and used in line with data protection and confidentiality requirements
- To liaise with IT regarding technical aspects of the HR Oracle system.
- To proactively participate in people data systems projects, including testing and implementation roll out
- Provide administrator support on the use of Oracle. Liaise as needed with IT and other departments to improve our use and understanding of the system and promote good practice.
- To support the delivery of a successful annual HESA return
- Provide support to staff developers on processes and support with the development of new business processes where appropriate
- Act as a Project Administrator for designated projects, supporting the production of project scoping, business justifications, deliverables, planning approach and success criteria. On smaller projects and work packages, provide flexible and appropriate support as required
- To develop and maintain professional credible working relationships with both internal and external customers; ensuring that confidentiality is observed at all times

Generic Duties

- Participate in a planned programme of professional development, maintaining continual growth in professional skills and knowledge essential to the position
- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.

- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

Qualifications

1. Educated to GCSE level or equivalent or able to demonstrate equivalent substantial work experience.
(E) (A) (I)
2. Demonstrate on-going work based development.
(E) (A) (I)

Background and Experience

3. Experience of delivering high quality customer service in a complex organisation.
(E) (A) (I)
4. Experience of using Oracle HCM.
(E) (A) (I)
5. Experience of using Microsoft Excel on a day-to-day basis to an intermediate level.
(E) (A) (I)
6. Proven track record of identifying inefficiencies in HR processes and implementing system-based solutions to streamline workflows. (E) (A) (I)
7. Proficient in managing large datasets, ensuring data integrity.
(E) (A) (I)
8. Experience of project managing the implementation of a system or data related project.
(E) (A) (I)
9. Experience of working in the Higher Education Sector
(D) (A) (I)

Knowledge

10. A knowledge of HR data systems functionality.
(E) (A) (I)

11. An up to date knowledge of data protection legislation.
(E) (A) (I)
12. An understanding of HR functions such as recruitment, onboarding, performance management, payroll and benefits administration. Familiarity with best practices and regulatory requirements in HR.
(E) (A) (I)
13. An up to date knowledge of HESA reporting and the regulatory impact.
(D) (A) (I)

Skills and Competencies

14. The ability to deliver consistently professional, high quality work, even at a very detailed level in a fast-paced environment.
(E) (A) (I)
15. Being organised with the ability to plan, prioritise, manage and track numerous concurrent activities to deliver work on time.
(E) (A) (I)
16. Repeated effort and tenacity when overcoming a number of obstacles to achieve a result.
(E) (A) (I)
17. Excellent communication and interpersonal skills.
(E) (A) (I)
18. Write in a clear and concise manner and record information accurately.
(E) (A) (I)
19. The ability to work unsupervised and use own initiative to anticipate situations and problems and ability to advise of the appropriate solution/s.
(E) (A) (I)
20. Work effectively as a team member, making others aware of information that may be useful to them and effectively interacting with people across the University.
(E) (A) (I)
21. The ability to gather, collate and analyse information effectively from a range of sources to present and offer knowledgeable workable solutions.
(E) (A) (I)
22. Excellent IT skills, especially in Excel and Microsoft office suite applications.
(E) (A) (I)