



JOB PROFILE

POST TITLE:	HR Systems Lead
GRADE:	F
DIRECTORATE:	Enabling Services
RESPONSIBLE TO:	Head of Human Resources
RESPONSIBLE FOR:	HR Systems Administrators
LOCATION:	Leek Wootton
JOB PURPOSE:	To provide, maintain and develop an effective HR information management system ensuring that appropriate and accurate HR information and professional advice is available to meet the demands of Warwickshire Police.

MAIN RESPONSIBILITIES:
1. Day to day management of the HR Information Management System (currently Origin), to maintain the access and functionality required by all system users.
2. Ensuring the HR Information Management System is supportable, planning and managing upgrades, producing and updating regression test packs and managing regression test events.
3. Provide advice to HR colleagues when reviewing current processes and re-engineering and implement system and process enhancements and improvements, either through incremental continuous improvement or in support of system upgrades.
4. To act as the single point of contact for Warwickshire Police regarding the HR system, including liaison with Information Technology (IT) staff, external consultants, suppliers and any other relevant stakeholders regarding the development and maintenance of the system.
5. As the Information Asset Nominated Officer for the HR system, ensure that data and information held within the HR system are managed in accordance with statutory and force requirements, and that data accuracy and security is maintained.

6. To ensure all reporting and statistical information requirements are met for both internal and external requirements including the Home Office, HMIC, Audit Commission and other stakeholders.
7. To identify the implications of new technologies on existing systems and work with stakeholders to implement changes ensuring system access and information provision are not compromised.
8. Contribute to internal and external user groups, either as a representative for the HR department or Warwickshire Police as appropriate.
9. To provide day to day technical support on system usage, creation and production of reports, provision of statistics to internal and external stakeholders and to assist with the identification of complex faults and errors to limit the impact on service provision.
10. Provide first line business continuity support for the HR system in conjunction with the IT department.
11. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.
Security level:
RV

PERSON SPECIFICATION

Knowledge:

- Good knowledge and understanding of HR processes and the use of HR systems.
- Level 5 qualification in Information Technology.
- In depth knowledge of Excel for the purposes of detailed data analysis.

Desirable:

- In-depth knowledge of Discoverer, Microsoft Access, Structured Query Language (SQL) and ORACLE.

Experience:

- Experience of understanding and translating user requirements through to implementing business process and systems improvements.
- Experience of configuration management of changes e.g. change management process, representing at change boards.
- Experience of managing a team in a fast paced and customer focused delivery team.

Desirable:

- Experience of configuring databases.

- Experience of applying Structured Query Language (SQL) and resolving associated queries.

Key Skills:

- Proven ability to communicate effectively in both written and oral format with technical and non-technical staff.
- Ability to deliver customer service within a team environment.
- Ability to analyse, interpret, evaluate and present information in a format which takes into consideration the service users requirements.
- Ability to build effective working relationships with HR system users, technical suppliers and other stakeholders.
- Ability to effectively prioritise and manage competing demands for HR system improvements.

BEHAVIOURS: SUPERVISOR/MANAGER

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level **2** of the CVF.

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