



## 1 Advertisement

**Post Title: HR Systems Coordinator**

**School/department:** Payroll

**Hours:** Full time considered up to a maximum of 36.5 hours

Requests for flexible working options will be considered (subject to business need).

**Contract:** fixed term for 18 months

**Reference:** 8390

**Salary:** starting at £22,254 to £25,627 per annum, pro rata if part time

**Placed on:** 25 April 2022

**Closing date:** 17 May 2022 Applications must be received by midnight of the closing date.

**Expected interview date:** w/c 23 May 2022

**Expected start date:** As soon as possible

We are seeking to appoint an enthusiastic, dedicated and highly motivated individual to join the HR Systems team. The HR Systems team is responsible for maintaining the current HR and Payroll system (Resourcelink) and also implementing new modules within the system to move to a more digital future.

Working with the HR Systems Supervisor, your responsibilities will include:

- Assisting with the testing and implementation of new modules within the system
- Routinely checking the data for accuracy
- Answering queries from staff within the department and across the University
- Assisting with the training of all staff across the University when a new process is introduced
- Updating the MyView website on WCM

For an informal discussion please contact Simone Amis at [s.amis@sussex.ac.uk](mailto:s.amis@sussex.ac.uk)

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The School / Division

Please see the [HR Department](#) webpage for further information.

### 3. Job Description

#### Job Description for HR System Coordinator

<b>Job Title:</b>	HR Systems Coordinator
<b>Grade:</b>	4
<b>School/Division:</b>	Payroll (Systems)
<b>Location:</b>	Sussex House
<b>Responsible to:</b>	HR Systems Supervisor
<b>Direct reports:</b>	[n/a]
<b>Key contacts:</b>	Payroll Coordinators, HRBS Coordinators, Operations Managers

#### Role description:

To serve as a point of contact and link between staff members, internal departments, and external contacts. To provide clerical and administrative support ensuring that the processes and services for which they are responsible operate smoothly.

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#### Role Specific Responsibilities

1. Working with the Systems Team to review and implement new system functionality and upgrades
2. Carry out regular housekeeping duties to ensure the accuracy of all data in RLA and feedback if training is required to keep the data accurate.
3. Answer queries from all staff in the University regarding system functionality.
4. Assist with keeping the guidance website up to date.
5. Carry out regular maintenance of the post to post hierarchy and ensure discrepancies are rectified.
6. Assist with testing new functionality within the system.

#### PRINCIPAL ACCOUNTABILITIES

In relation to a range of named services or processes, to:

1. Support the successful delivery of the services or processes of the division through the effective co-ordination of activities, events and meetings
2. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied
3. To act as the main point of contact for service users in the effective and efficient delivery of services.
4. Provide support for quality assurance and staff and/or feedback activities including reporting on usage and uptake information.

## KEY RESPONSIBILITIES

1. Working as part of a team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of activities, events and meetings including, but not limited to;
  - Helping to ensure that time lines and resources are identified, realistic and achievable
  - Proactively raising issues arising in advance for discussion and resolution
  - Co-ordinating the delivery of activities according to the schedule and in liaison with managers responsible for delivery
  - To act as an ambassador for the service, with a focus on customer service and delivery.
2. Communicating effectively with all stakeholders
  - Publicising activities, events and meetings to all relevant staff or external parties in an effective way
  - Contributing to the editing of local guidelines ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date and accessible
  - Maintaining website pages (and other sources of information) to accurately reflect current activity in an engaging way
3. Providing support, information and guidance to staff
  - To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries
  - Providing guidance on relevant procedures and processes
  - Ensuring staff are aware of procedures and processes
4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes
5. Creating and maintaining accurate information on activity that has taken place
  - Creating comprehensive records and files for future reference
  - Providing usage and uptake reports as requested
  - Presenting data on attendance and usage to enable analysis and interpretation
6. This role does not have any budget responsibility.
7. This role does not have any line management responsibility.
8. This role does not have any responsibilities for equipment or premises.
9. Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Effective planning and organisational skills to organise own workload and priorities.
2. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
3. Ability to work flexibly within a small team and also on own initiative.
4. Competent IT skills – including use of HR Business Systems, MS Office applications
5. High level of accuracy and attention to detail
6. Used to working to strict deadlines

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Maths and English GCSE A-C
2. Two years' experience in a similar role including HR, HR Systems and other HR functions

### **DESIRABLE CRITERIA**

1. Experience of using Zellis Resourcelink
2. Two years' experience working in a university or similar environment.