



## HR Systems Manager

Salary	scale column points 36 to 41 £45,718 - £50,788
Location	1 Angel Square, Manchester
Reports to	Chief People Officer

### Purpose of role:

1. To lead and manage the Trust's approach to HR systems
2. To drive HR outcomes through adoption of technology
3. To provide reports on key workforce data and HR data

### Key accountabilities (and specific duties / responsibilities):

1. To manage the SAM people and SAM recruit system, including undertaking operational tasks, ensuring fully embedded operational practices across the organisation
2. Manage system configurations, permission, workflows and security access
3. Oversee regular audits of system data and user access.
4. To manage any other HR IS/IT platforms used in the Trust including leading on the ticketing and telephony platforms
5. Production of data and analysis in relation to workforce and HR data including data presentation
6. To drive innovation through the Trust in relation to HR systems, platforms and data
7. To proactively drive innovation through AI and automation to HR processes
8. To work in line with data protection rules and guidance in the Trust
9. To be the primary liaison between HR, IT, Data and 3rd Party system providers for system upgrades and integration and implementation
10. To provide training where needed for system users.



## Job Description

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Project management qualification</li></ul>		A
<b>Experience</b> <ul style="list-style-type: none"><li>• Project management</li><li>• Systems management</li><li>• working in a large organisation</li></ul>		A/I A/I A
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"><li>• Systems mindset</li><li>• Design approach to problem solving</li><li>• Customer centric</li><li>• Ability to communicate to a wide range of audiences</li><li>• HR knowledge</li></ul>	Desirable	A/I
<b>Personal Qualities</b> <ul style="list-style-type: none"><li>• ability to persuade and influence stakeholders at all levels</li><li>• All our colleagues are expected to demonstrate a commitment to co-operative values and principles and the Ways of Being Co-op.</li></ul> <p>Must include qualities relating to the safeguarding of children;</p> <ul style="list-style-type: none"><li>• Motivation to work with children</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children.</li><li>• Emotional resilience in dealing with challenging behaviour.</li></ul>		A/I A/I  A



- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"><li>• Attitudes to use of authority and maintaining discipline.</li></ul> |  |  |
|---|--|--|

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.