**JOB TITLE: HR PROJECT ASSISTANT**

**REPORTS TO: HR System Project Manager**

**GRADE Grade C**

**JOB PURPOSE**

To play a key role in the development and implementation of Civica (Carval), the new Trust HR and payroll system.

To be a member of the Civica project team leading on the delivery of the HR and payroll system design, build and implementation.

To undertake Trust-wide liaison with key stakeholders.

To assist system and module launch.

**KEY CORPORATE ACCOUNTABILITIES**

* Commitment to the Trust’s central team Vision and Values.
* To maintain awareness of and commitment to the Trust’s Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place.
* To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy.
* To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
* To work with colleagues to achieve service plan objectives and targets.
* To participate in the Performance Management Procedure and contribute to the identification of own team development needs.

**PRINCIPAL ACCOUNTABILITIES**

1. Liaison with central team leaders and school leadership teams across the Trust to ensure the HR and payroll system meets both Trust and local school needs.
2. Data capture including from SIMS and local school records to ensure all necessary information is imported into the HR and payroll system.
3. Data cleansing, ensuring data accuracy and therefore the foundations of the HR and payroll system are on a sound footing.
4. Designing and building workflows in conjunction with central team leaders and schools so that they meet both Trust and local school needs.
5. HR and payroll system testing prior to launch to ensure system functionality.
6. Participation in Trust-wide employee launches on a module-by-module basis.
7. Trust-wide training for line managers and employees enabling users to have relevant knowledge and skills to use the HR and payroll system appropriately.
8. Assisting with the production of user guides.
9. Point of contact for Civica queries from schools and central team colleagues.
10. Liaison with Civica representatives as appropriate.

The duties and responsibilities in this role description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the role.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

 I confirm that I have read and understood, and that I accept, the above job description:

Signature : ……………………… Date: ……………… Name in full: ……………………. …….

**PERSON SPECIFICATION - HR SYSTEM PROJECT OFFICER**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Detail** | **Requirements** |
| **Qualifications & Experience** | Specific qualifications & experience | Proven HR system administration experienceExperience of an education setting desirable |
| Literacy | Excellent reading and writing skills – at least English GSCE (A-C) level or equivalent |
| Numeracy | At least Maths GSCE (A-C) level or equivalent |
| Technology | Strong ICT skills including MS Office suitePayroll and HR system experience, ideally Civica (Carval) |
| **Knowledge** |  | Working knowledge of education support staff terms and conditions desirableWorking knowledge of general school policies and procedures desirable |
| **Communication** | Written | Good written communication skills |
| Verbal | Effective at exchanging verbal information clearly and sensitively |
| **Other** | Teamwork | Proven experience of working in a teamProven experience of working on own  |
| Relationships | Proven experience of establishing rapport and successful working relationships |
| Information | Proven ability to provide timely and accurate information |
| Organisational skills | Excellent organisational skillsAbility to work accurately with attention to detail |
| Time Management | Proven ability to manage own time effectively with competing demands of the job role |
| Creativity | Proven ability to come up with creative solutions to situations  |
| Child Protection | Good understanding of and commitment to child protection procedures |
| Confidentiality/Data Protection | Good understanding of procedures and legislation relating to confidentiality |
| CPD | Demonstrates a clear commitment to develop and learn in the roleProven ability to effectively evaluate own performance and share knowledge with others |