**JOB DESCRIPTION**

**CHIEF EXECUTIVES DEPARTMENT**

**JOB TITLE:** Project Development Officer – HR Information Systems

(2 year Fixed Term Contract)

**DIVISION:** Human Resource Service, Corporate Services

**GRADE:** Band 11

**RESPONSIBLE TO:** HR Business Partner

**POST REFERENCE:**  107241

**Purpose of Post**

Under the strategic direction of the HR Business Partner and Strategic Resource Link Group, provide project management development for the HR modules of the ResourceLink system. The post holder will be responsible for the training and development of the HR team to build system knowledge and resilience. In addition the post holder will be expected to provide advice and guidance to managers on the interpretation and application of HR policy and procedure.

**Key Relationships**

The post-holder will work as part of the HR team within the Corporate Services Division. The post holder will also work closely with the Principal System Support and Development Officer in the Shared Services Division. The role involves working with, communicating and marketing the system benefits and implementation of new processes for managers and employees across the Council.

ResourceLink is an integrated payroll and HR system supported via a contract with North Yorkshire County Council who commissions the system directly with Northgate Arinso (NGA).

**Main Duties and Responsibilities**

1. Develop the ResourceLink system to support the following HR modules:
* Recruitment / Web Recruitment
* Leave Management
* Appraisal and Supervision
* Qualifications, Skills and Attainments
* Talent and Performance
* Any other HR related processes/modules as required
1. Develop and implement processes to enable manager and employee self-service including access for the manual workforce.
2. Market internally via presentations and communications the benefits of the HR system for management teams and internal users.
3. Provision of in-house training support service as needed to launch the HR modules as they come on line and any service improvements.
4. Provision of performance data to the HR Business Partners and Assistant Director Corporate Services, and system generated reports to assist in the prioritisation of work activity.
5. The development and maintenance of ResourceLink system procedure documentation and guidance.
6. In conjunction with the HR Business Partners, and other management, develop a response to new initiatives and developments including the provision of management information.
7. Co-ordination and testing of module developments in line with system releases and upgrades.
8. To develop, run and coordinate arrangements for the development of system reports where required using appropriate tools, e.g. Cognos, Crystal, Business Objects and SSRS reporting.
9. To ensure that working procedures and practises within the system comply with the Council’s statutory duties, policies and procedural guidelines.
10. Providing professional or technical advice and support.
11. Provide advice and guidance to managers on the interpretation and application of HR policy and procedure.
12. Any other duties of a related nature which might reasonably be required and allocated to the post by the HR Business Partner.

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: December 2017

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**