

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

ResourceLink System Manager

Vacancy ID: 010642

Salary: £36,876 - £38,813 Annually

Closing Date: 24/11/2019

Benefits & Grade

Grade M

Contract Details

Temporary for 6-12 months (pending a review of the service)

Contract Hours

37 hours per week

Job Description

Xentrall Shared Services is a ground breaking public partnership between Stockton-on-Tees and Darlington Borough Councils. A wide range of support services are delivered to Councils, Schools and Academies by the teams in Xentrall HR and Payroll, Finance, ICT and Design and Print.

We pride ourselves on delivering high quality customer focussed services and provide a great environment to work in.

We have been moving our payrolls over to the Zellis ResourceLink system and went live with our first set of payrolls in April 2019. Our second phase is due to go live in December 2019. We currently pay over 15,000 people across multiple companies and pay groups and by the end of December approx 9500 will be live on ResourceLink.

We have also launched the self service module to our customers.

We still have a lot of work to do not only in terms of finalising the move of our payrolls but also in developing and exploiting the functionality that having a new system brings.

The project and timescales are ambitious and we have a large and complex customer base, with many demands on our services.

We need someone who can support our project who has experience of ResourceLink and a track record of successfully delivering large scale projects. Ideally you should also have experience of report writing using RRS and/or Impromptu. The role will involve working on various aspects of the project including process and business analysis. You will be responsible for leading the project working alongside the existing project team, the HR and Payroll Teams as well as key stakeholders from across our customer base. You will report to the Xentrall HR Manager, and will have support from Zellis as we have a consultant working closely with us and also a Zellis Project Manager.

You will lead from the front and be responsible for managing all relationships and keeping senior management teams and Project Steering Board aware of progress and issues.

This is a challenging role but an exciting opportunity to move our HR and Payroll Services forward. You will be suited to this role if you want to make a difference over the period of the contract and this is an exciting opportunity to work for a well-respected service provider.

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Mandy Hill, Xentrall HR Manager, on 01642 527733 or email Mandy.Hill@xentrall.org.uk

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

Directorate:

Xentrall Shared Services

Service Area:

Xentrall HR

JOB TITLE: ResourceLink Systems Manager POST NO: POS002904

GRADE: M

REPORTING TO: Xentrall HR Manager

1.	<p>JOB SUMMARY:</p> <p>To be responsible for the management of the project to design, build and deploy the ResourceLink HR and Payroll System within required specification, timescales and resources</p>
2.	<p>MAIN RESPONSIBILITIES AND REQUIREMENTS</p>
1.	To work alongside the suppliers Project Team, Payroll Team, and key stake holders to deliver the project on time and to requirements.
2.	To be responsible for ensuring the implementation of software releases from Zellis are controlled and timely, maximising opportunities to introduce new functionality whilst minimising system downtime for the operational teams.
3.	To develop productive working practices with other internal teams especially within IT to ensure that hardware is fully supported
4.	To provide support to the Xentrall HR Manager and assist in implementing the new system configurations and functionality with minimal disruption to the business or service users
5.	To ensure the system is delivered with budget. To be responsible for accounting for the project and system budget and report any issues to the HR Manager.
6.	To ensure the system complies with appropriate data protection requirements
7.	To work alongside the payroll team to review and check processes to fully utilise the capacity of ResourceLink.
8.	Responsible for the technical report writing within ResourceLink Reporting Services (RRS/Impromptu) to support all business requests.
9.	Work alongside the Payroll Teams to produce exception/reporting pack to cover monthly payroll. Distribute new reports across the business as required, following security protocols.
10	Responsible for the creation of reports required for auditing purposes covering all aspects of the system.
11	Carry out system testing for any proposed implementation of modules, software releases or bespoke software, including appropriate consultation with system users, ICT and Zellis.
12	Review system security on a regular basis and report any issues to the HR Manager
13	To specifically champion online facilities for employees and assist in improving the accessibility of services to our customers

14	Assist in communication with Zellis and ICT in particular in relation to changes to ensure enhancements conform to proper business change control procedures. Full UAT to be performed prior to any enhancement or change being made live.
15	To provide update reports to the project board/steering group and chair meetings
16	To develop risk register and notify the Project Board of any issues
17	Ensure appropriate communication occurs between the project and senior management
18	Ensure project resources are empowered to perform project tasks
19	Provide acceptance of deliverables (sign off)
20	Ensure project plan(timescales) is developed and adhered to
21	Assist in process redesign efforts and ensure resource availability
22	Assist in developing an organisational readiness strategy, process, timeline and messaging to be rolled out
23	Assist in the development of customer training
24	Assist in preparing the communication plan, materials
25	Develop a method of capturing feedback and associated resolution where applicable

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated: November 2019



PERSON SPECIFICATION

Job Title/Grade	ResourceLink Systems Manager	Grade M
Directorate / Service Area	Xentrall Shared Services	Xentrall HR
Post Ref:	POS002904	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Prince2 Practitioner or equivalent demonstrable experience	CIPP Qualification	Application form
Experience	Experience of implementing HR system Previous experience in a payroll position Experience of ResourceLink End to end project management from conception to go live Management of large scale IT projects	End to End Payroll Experience	Application / Interview

	<p>Experience of supplier management</p> <p>Experience in driving the change and transformation aspects of the project</p> <p>Stakeholder management and engagement</p> <p>Proven track record of delivery of HR systems implementation</p> <p>Experience of co-ordinating strategic and operational resources.</p> <p>Experience of designing and overseeing testing activities.</p>		
Knowledge & Skills	<p>Strong Organisational skills</p> <p>Excellent written and verbal communication skills</p> <p>SQL Skills</p>	Report writing experience with RRS in ResourceLink OR Impromptu	Application / Interview
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements			

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.