

Job Description

HR Data System Administrator

Location	Depends on location of person
Reports to	HR Systems Analyst
Salary	£22,000 to £24,000 - depending on experience

About us

Camphill Village Trust is undergoing a major digital transformation and currently implementing a suite of Access products across the organisation, including recruitment, employment screening, HR (people), payroll, workforce management (people planner) and care planner.

The role will be based within our Human Resources Team and work with the HR System Analyst and HR Team with specific responsible for data input and its management.

Purpose

To be responsible for the timely input of data into the HR/People system so that accurate and consistent records are maintained that meet all naming and data conventions and enables 'live' and 'one source of truth' records.

Main roles and responsibilities

Data input and management

- Input data into the HR people system to maintain up to records for all employees so that the data is always considered 'live'
- Checking the accuracy of data input through self-service and maintaining 'one source of truth' across the Trust and monitor and log errors
- Working with HR colleagues during system implementation to ensure all data is entered to ensure 'live' records are maintained
- Support the setting up of data controls and validation as part of ongoing data management
- Support the exporting of historical data from current HR system and spreadsheets and importing data into HR/People system

Self-service roll-out

- Support the implementation and set up and roll out of the self-service portal for managers and employees in line with payroll and workforce management systems
- Acting as Super User for the systems and able to respond to system user queries from self-service users

Access HR systems

- Support the HR Systems Analyst on the configuration of the processes and workflows inline with project plans

- Support system testing & UAT to ensure the configuration and functionality is set up and working effectively, including workflows, forms, batch job

HR & OD Service

- Support the HR team in the management of the HR email inbox so that all service requirements are met in a timely manner

Person Specification

Experience

Essential

- Experience and knowledge of using HR systems and data input
- Previous experience working in an HR Service
- Good general administration experience
- Working in a busy environment with tasks that require a short turnaround

Desirable

- Knowledge of Access or similar HR systems
- Previous experience of social care and working for a not for profit organisation

Qualifications desirable

- Maths and English GCSE (or equivalent skill level) Grade C or above
- HR qualification - certificate or diploma

Skills and Knowledge

Essential

- Understanding the importance of data integrity and maintaining 'live' and 'one source of truth' records
- Able to carry out data input and quality control and validation
- Generalist HR knowledge at assistant/administrator level
- Good organisational and interpersonal skills
- Ability to demonstrate strong IT skills, including Microsoft Office 365 applications
- Customer focused

Attitude

- Positive "can do" attitude
- Keen to learn new systems and support others in using them
- Open to and supportive of underlying Camphill ethos/principles

Other

- Satisfactory basic DBS
- Able to drive and access to own vehicle