



TRINITY HOUSE

ROLE PROFILE

PEOPLE SYSTEMS MANAGER

JOB PURPOSE

Ensure that TH's systems and ways of working are optimised for efficiency with a 'digital-first' approach. Act as the lead for the creation of people system procurement specification as part of our people systems replacement project, with a focus on the payroll module.

KEY RESPONSIBILITIES	People Systems	<ul style="list-style-type: none">▪ Directly support the development of the payroll module specification for the new HRIS, working closely with the payroll team, Head of People Services and Head of L&D.▪ Responsible for the Data Impact Assessment and the HRIS data migration.▪ An active member of the Project Group, taking an overview on the HRIS procurement through to award.▪ Build procurement specifications with input from super-users and end-users.▪ Work across the People and Culture team to identify system training requirements, and facilitate training where required.▪ Responsible for embedment and optimisation of the new HRIS system.▪ Ensure the HRIS is fully operational at all times and complies with data protection legislation and requirements.▪ Implement system upgrades as and when appropriate.
	Payroll, pensions, benefits and expenses oversight	<ul style="list-style-type: none">▪ Undertake a deep dive of the payroll system and interfaces with recruitment and People Services; to identify improvements for ways of working and optimise the current systems to achieve efficiencies.▪ Facilitate implementation of agreed changes, providing necessary support to the Payroll Team.

		<ul style="list-style-type: none"> Identify digital solutions that improve the employee experience and the people services that we provide.
	Functional leadership	<ul style="list-style-type: none"> Provide support to the Payroll team throughout the project. Champion a digital first approach. Act as a mentor and source of expertise.
	General	<ul style="list-style-type: none"> Ensure that all relevant people, payroll, pensions and expenses transactional activity is carried out effectively and efficiently. Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.
ENTRY REQUIREMENTS	Skills and experience	<ul style="list-style-type: none"> Successful track record of leading on the achievement of efficiencies through the implementation and optimization of People/Payroll systems. Experience of supervising and directing people. Experience of developing and optimising systems and ways of working Project management experience
	Qualifications	<ul style="list-style-type: none"> A relevant level 4 qualification (eg HR, Payroll, Business, IT) or equivalent experience. Member of the CIPP or CIPD desirable.
	Professional Competencies	<ul style="list-style-type: none"> Working to relevant sections of either the CIPD or CIPP Professional Frameworks.