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| Job title | HR Systems Subject Matter Expert | Job family and level | Administrative, Professional and Managerial Level 5 |
| School/ Department | HR Operations | Location | Kings Meadow Campus |

Purpose of role

Following the implementation of Oracle Fusion at the University of Nottingham (UniCore) this role is responsible for supporting the maintenance and essential development of the UniCore system during an initial period of 12 months, alongside knowledge transfer to support and develop capability of colleagues in the HR team to manage the system on an on-going basis.

| | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | % time per year |
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| 1 | <p>Quarterly Upgrades</p> <ul style="list-style-type: none"> • Manage the quarterly upgrade process through change impact assessment of Oracle upgrades on the current UniCore configuration, including mandatory upgrades such as those involving transition to the Oracle Redwood User Interface. • Undertake User Acceptance Testing of upgrades, identifying issues and resolving these in collaboration with internal and external (application support) partners. • Review and revise documentation as appropriate e.g. process maps, user guides, standard operating procedures and training materials. • Develop the capability of the HR team to manage the quarterly upgrade process on an on-going basis. | 25% |
| 2 | <p>First Time Use</p> <ul style="list-style-type: none"> • Support the adoption of UniCore at UoN, whereby a series of processes which are not immediately in use at Go Live are adopted by users for the first time over an initial 12 month period. Such processes include: the management of annual leave according to the University's two annual leave year periods (Jan-Dec and Oct-Sept); the application of annual pay awards (changes to pay scales); the deployment of the Nottingham Reward Scheme (NRS); | 25% |

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| | <p>and the application of the Appraisal and Development Conversations (ADC).</p> <ul style="list-style-type: none"> • Leading up to these instances of First Time Use (FTU), ensure the system is correctly configured and that accurate documentation, including training material is available. • Develop the business readiness of HR operational teams in rolling out the relevant processes to colleagues across UoN. • Develop the relevant HR teams including implementing robust knowledge transfer processes to develop functional capability to manage these processes on an on-going basis. | |
| 3 | <p>HESA</p> <p><i>New rules by HESA will need to be applied into the UniCore system on two occasions during the initial 12-month period:</i></p> <ul style="list-style-type: none"> ○ <i>February 2025 to build and test the HESA return relating to the 23/24 HESA period.</i> ○ <i>Circa July 2025 to incorporate any changes to HESA rules (as applicable) introduced by HESA for the 24/25 return period.</i> <ul style="list-style-type: none"> • Ensure that the system is correctly configured and tested to incorporate these changes • Develop the business readiness of the HR team to manage the process of future HESA changes. | 20% |
| 4 | <p>Casual Workers</p> <p><i>At Go Live there will initially be 2 separate processes in operation for the management of Unitemps Casual Workers.</i></p> <ul style="list-style-type: none"> • During the first 12 months, support the transition to managing all UoN (internal) Unitemps via the UniCore system (including recruitment, timesheets and payment) including the development and delivery of a comprehensive implementation plan. | 15% |
| 5 | <p>Reporting</p> <ul style="list-style-type: none"> • Manage the development of specifications for reports to be developed post Go Live, liaising with colleagues required to contribute to these. • Manage the process of conducting end user testing of reports that have been developed after the initial launch of the system, ensuring that colleagues are provisioned with appropriate roles and access to complete such testing. | 15% |

Person specification

| | Essential | Desirable |
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| Skills | <ul style="list-style-type: none"> • High degree of initiative, responsibility and self-motivation and a professional pro-active approach to problem-solving • Ability to demonstrate strategic thinking and effective decision-making • Excellent interpersonal skills, which enable effective collaboration with colleagues • Ability to communicate effectively (verbally and in writing) with staff at all levels • Excellent negotiation and influencing skills • Ability to handle sensitive and confidential matters • Ability to work effectively under pressure to meet demanding and sometimes conflicting requirements. • Highly proficient in the use of Microsoft Office • Excellent analytical problem solving skills, with the ability to recommend practical and workable solutions • Evidence of effective leadership and management of people to deliver organisational goals | <ul style="list-style-type: none"> • Coaching skills and experience |
| Knowledge and experience | <ul style="list-style-type: none"> • Implementation of Oracle Fusion HCM modules • User Acceptance Testing of HCM system developments • Development of Training Materials including User Guides and Videos/Webinars • Development of process maps and Standard Operating Procedures • Knowledge transfer and the development of the capability of system end users including HR specialists. • Development of report specifications • End user testing of HCM system reports. • Proven track record of leading strategic projects and change | <ul style="list-style-type: none"> • Maintenance of the quarterly upgrade process for HCM Oracle Fusion • Knowledge of Higher Education sector • Substantial experience in a HR management level role |

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| | <p>management initiatives across the HR remit</p> <ul style="list-style-type: none"> • Experience in leading and delivering process improvement activity (including implementation) across the HR remit • Experience of working in a strategic HR role within a large complex organisation. • Experience of aligning policy and process across the employment lifecycle to deliver measurable change/positive employee experience outcomes. • Experience of using a range of information to help identify problems or risks, before developing fit for purpose solutions • Experience of managing programmes of work which require understanding and application employment best practice • Evidence of effective engagement with senior managers • Experience of delivering solutions through a team as well as through influence of wider stakeholder groups (matrix management structures) • Experience in business systems applications / processes and developments • Evidence of commitment to continuous professional development | |
| <p>Qualifications, certification and training (relevant to role)</p> | <ul style="list-style-type: none"> • Honours Degree or equivalent significant experience in similar / related roles • CIPD postgraduate qualification or equivalent in a relevant field. | <ul style="list-style-type: none"> • Chartered Member of the CIPD • PRINCE 2 or equivalent project management methodology |



As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those whose protected characteristics under the Equality Act 2010, are not well-represented in our current staff body.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



