



JOB DESCRIPTION

Job Title:	People Coordinator – System Implementation
Department:	People, Marketing & Communications
Responsible to:	Head of People
Date of Review:	July 2021

1. Key Duties

Provide support to the Head of People, project team and wider business on all aspects of the implementation of our new HR & Payroll system. This will include, but is not limited to:

- Undertaking a data cleansing exercise in line with the project implementation plan, considering all impacts of people, their data and the need for accurate and timely information.
- Work with the wider project team to ensure all milestones are met and highlighting any potential issues which may affect set timescales as soon as they become evident.
- Undertake all training required and support the training of other staff members where necessary.
- Document all system processes, and capture all decisions made regarding the set up of the system.
- Support the Head of People with creating a comprehensive staffing establishment in readiness for input into the system.
- Work alongside the People team to ensure a thorough understanding of current processes and identify improvements that can be made.
- Work alongside the Payroll lead to understand the inter-relationships between HR processes and Payroll processes. Ensure comprehensive documentation is produced to capture the inter-relationships and decisions made.
- Establish good working relationships with the project team, the wider business and our supplier project team.