



**Are you a “data” type person?
Have you done any system implementation in the past?**

We are going to be starting work soon on the implementation of a new HR and Payroll system which will replace iTrent.

The project is likely to take up to 1 year to both implement and make sure all post implementation activities are finished. You will work from our office in St Asaph and also from home.

As **System Implementation Co-ordinator**, you will work closely with me and the wider project team to make sure:

- All relevant data within iTrent is cleansed and ready to be imported to the new system,
- All milestones within the project are met,
- Close working relationships are built and kept with internal teams, the project team and externally with the Civica project team,
- All processes are thoroughly documented, along with capturing all decisions made on the system set up.

You don't have to have worked in HR or Payroll before, but an interest and wider understanding of people, their data and the need for accurate and timely information would be really useful. If you have implemented a system previously, that would be an advantage. However, the real key skills we are looking for is someone who can work to deadlines, can establish good working relationships quickly, can appreciate the impact of getting data capture wrong and is interested in enhancing their skills and knowledge in a different part of the business.

If you'd like to have a chat about this new role, give me – Claire Morgan – a call on 07867 690985

The salary for the role is £23,533 and whilst we would prefer someone who could work 37 hours, we can be flexible around the hours worked and when they are worked.

To apply please email PeopleTeam@clwydalyn.co.uk with your CV and covering note explaining why you want the role and what you can bring to it.

The closing date for applications is 13th July. Interviews will take place on 21st July.



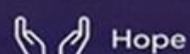
How We
Do Things



Trust



Kindness



Hope