



ADUR & WORTHING COUNCILS

Job Description

Authority:	ADC / WBC
Directorate:	Digital & Resources
Section:	Human Resources
Post Title:	HR Transformation Lead
Post Number:	Tbc
Accountable to:	Head of Human Resources
Management responsibility for:	Kickstart Placement - Project Support Officer
Authority to liaise with:	Chief, Senior and other Officers of the Council, Trade Unions Officials, Partner Organisations, Managers and staff within the Councils. External system providers
Meetings attended on a regular basis:	CLT, HR team meetings, Meetings with system providers, Stakeholder meetings,
Work style	Blended

Principal purpose of job (role summary)

The HR Systems Transformation Lead will work with the Digital, HR and Payroll teams on various modules within the Connect system to ensure that these are fully implemented and reviewed to help enable efficiencies and improvements to current processes.

The purpose of this role is to focus on enabling simplified and compelling workforce experiences for employees and managers through core digital HR systems and the associated processes.

To lead on the procurement of a new recruitment tracking system from initial tender to full implementation.

Main duties, tasks and responsibilities of post holder

1. Lead on defining key transformational/improvement changes in an agile way for the Councils' HR/People systems and processes, including annual leave,

contract changes, and internal transfers to improve the employee journey through improved usability and accessibility of the system.

2. Be the main point of contact with Civica regarding the implementation of outstanding modules, and the development and improvement of the Civica HR (Connect) system. This includes influencing Civica on the order of new developments that would enable the Councils system to work more efficiently and having oversight of service desk tickets raised by the team to discuss with our Account Manager.
3. Lead on the procurement and implementation of a new Application Tracking System (ATS) recruitment system or module, ensuring that all the learning from the recruitment service design review is incorporated into the system, and necessary improvements can be made to the Council's starter and onboarding processes
4. Work closely with HR and Payroll and other key stakeholders, including the Digital services teams, staff and line managers to ensure that it is an inclusive process and best enables system integrations.
5. To look at options for document storage and if Civica is the agreed best system then work with Civica consultants to deliver the data specification, improving document storage, retention and disposal in line with our schedule and GDPR requirements, working with Digital to ensure the successful transfer and labeling of data into the system from Google and also potentially our Information at Work system.
6. Review the current process mapping that has been carried out and carry out any others that are required, identifying any simplification and efficiencies that can be embedded into the new system.
7. Work with the HR team to oversee and test new releases in the system advising on any changes needed to guides and increase the capacity and capability in the HR team to carry this function out in the future.
8. Embed the concept of equality and inclusion into all the system processes to reduce the possibility of discrimination and unconscious bias and working to build and support system accessibility for all users.
9. Manage and support a Kickstart placement who will work on the project with the Transformation Lead.
10. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
11. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
12. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.

13. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	
Line Manager: <i>(print name)</i>	
Signature:	
Date:	
Head of Service: <i>(print name)</i>	
Signature:	
Date:	