
Contract Type:	Fixed term until 26 th April 2019
Location:	Any local area office
Level:	3
Hours:	Full Time
DBS required:	None
Salary:	£40,070

HRIS Project Manager

Purpose of the department:

The HR Department ensures that Teach First implements and delivers on its people strategy, we are also committed to providing our employees with a positive working experience. Our department is split into two main teams; HR Shared Services and HR Delivery (within these teams we have the following sub teams: Payroll processing/Benefits, HRIS, Talent Acquisition, HR Business Partnering/Advisory and Talent Development). Together we manage all aspects of the employee life cycle and ensure we recruit the right people, develop and support them to enable our employees to be fully engaged so that they can contribute to the success of our organisation.

Purpose of the role:

This role will have day-to-day responsibility for leading the project to implement a new HR Information System, including the implementation of a new payroll provider and system. You will lead and manage the project team, with authority and responsibility from the project board (Executive Director for Charity Service as sponsor, HR Director, HR user representative(s), and senior IT lead). As project manager, your success measures will depend on the extent to which you deliver the agreed project outputs to specified scope, quality, time and cost. You will have a critical role in interfacing between the project team and the user representatives to ensure that not only are the project outputs delivered, but that the organisation is ready to exploit the new system once it is implemented. Without this state of readiness, business benefits are unlikely to be realised.

At this level you will:

- Report to Head of HR Shared Services
- Report on all project related matters directly to the project board, led by the project sponsor (the Executive Director for Charity Services)
- Lead the successful procurement and implementation of a new HRIS across an organisation of +600 employees

Your responsibilities will include:

- Adopt and apply an agreed project management approach, standards and governance
- Lead as necessary the evaluation of HRIS systems and service options
- Ensure that the user requirements of the new system are correctly scoped and agreed
- Develop and monitor the project plan for the new system and payroll implementation, and report against plan at agreed points
- Direct, manage and motivate work stream leads and their teams, as appropriate including for example, organisation wide training, data migration

- Manage the production of the deliverables for each stage of the project from specification of requirements through to benefits realisation
- Interface between the various stakeholders in the project, including the project Board, the user representatives, and the supply side of the project team from IT
- Prepare and monitor the project budget throughout the lifecycle of the project
- Manage and liaise with suppliers, internal and external resources
- Manage each module deployment into the organisation effectively, continually reviewing performance with each release
- Apply change control and configuration management processes, as appropriate
- Identify and manage dependencies with the organisation that could affect the project
- Ensure risks and issues are documented, reviewed and addressed in a timely manner, including contingency planning
- Ensure all data and documentation is accurate, up to date and stored correctly
- Conduct a project evaluation review to assess as well the project was managed

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.

Person Specification

Essential skills and experience:

- **Project Management**
 - Experience of managing HR information systems projects.
 - Completed training in project management techniques and processes (e.g. Prince2 or equivalent)
- **Change Management**
 - Ability to effectively design and implement organisational change while minimising potential conflicts to maximise acceptance, cooperation and achieve business objectives
- **Stakeholder Management**
 - Ability to influence senior leaders and decision makers while managing complex and often competing priorities

Desired skills and experience:

- **Knowing the Market**
 - A proven track record in delivering end to end implementations of cloud-based HRIS through all phases from specification through evaluation and selection, planning, configuration and implementation, including managing training and organisational change
- **Team building**
 - Ability to lead and manage individuals and teams involved in delivering streams of work as part of the project

All our employees are expected to model our values and help others to do so.

Benefits

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual leave.

How to apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu after informing your line manager of your interest.

Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. For this role first round interviews are likely to take place on Tuesday 8th January 2019 with second round interviews on Monday 14th January 2019.