

PERSON SPECIFICATION

Job title: People Systems Manager

Department: People & Organisational Development

The person specification sets out the essential and desirable knowledge, experience, and skills required for this role. The competency-based selection process will look for evidence that you meet the criteria and core behaviours described below.







Stage assessed at: A/F=Application Form, A= Assessment, I =Interview

AREA	CRITERIA	A/F	A	I
1. Knowledge, training and qualifications	Essential			
	• Advanced technical knowledge of HR and payroll systems, in particular iTrent	✓	✓	✓
	• Excellent working knowledge of data protection legislation and principles in relation to employee, worker and job applicant data	✓	✓	✓
	• Generalist HR knowledge, particularly in the areas of contemporary employment policy, recruitment and selection, and reward practice	✓		✓
	• A working knowledge of payroll legislation	✓		✓
	• Understanding of project management methodologies	✓	✓	✓
	Desirable			
	• Project management training and/or qualification	✓		
	• CIPD qualification in human resources management.	✓		
2. Experience	Essential			
	• HR and payroll systems management, in particular iTrent	✓	✓	✓
	• Using project management methodologies and tools for project management and software development.	✓	✓	
	• Developing and introducing system and process improvements	✓	✓	✓
	• Delivering excellent customer service, responding to feedback and resolving issues.			✓
	• Working with stakeholders across departments and teams to successfully deliver business objectives		✓	✓

AREA	CRITERIA	A/F	A	I
	<ul style="list-style-type: none"> Communicating with and training others on systems and processes 	✓	✓	✓
	<ul style="list-style-type: none"> Supporting teams to successfully manage problems, monitoring outcomes to ensure root causes are accurately identified and actions plans are implemented and evaluated 	✓	✓	✓
	Desirable			
	<ul style="list-style-type: none"> HR and payroll systems management in a large complex organisation 	✓		
3. Skills	Essential			
	<ul style="list-style-type: none"> Strong technical skills, including proficiency in HR and payroll systems, learning management systems and other HR-related software applications 	✓	✓	✓
	<ul style="list-style-type: none"> Microsoft Office including Word, PowerPoint, Outlook, Teams to an intermediate level, with advanced Excel and Power BI skills 	✓	✓	✓
	<ul style="list-style-type: none"> Ability to proactively develop and implement new ways of working, systems and procedures to ensure that own work and that of the team is carried out effectively to deliver excellent customer service 	✓	✓	✓
	<ul style="list-style-type: none"> Ability to effectively plan and manage projects, identifying key deliverables, stakeholders and measures for success 	✓	✓	✓
	<ul style="list-style-type: none"> Excellent prioritising and planning skills for own workload to ensure that deadlines are achieved, managing multiple priorities simultaneously whilst maintaining a calm, measured and professional approach 		✓	✓
	<ul style="list-style-type: none"> Ability to determine business requirements and turn these into real technical solutions 	✓	✓	✓
	<ul style="list-style-type: none"> Proactive problem solving and robust analytical skills with a high degree of attention to detail 		✓	✓
	<ul style="list-style-type: none"> Ability to build and maintain productive working relationships internally and externally; and able to collaborate, negotiate, influence and challenge 	✓	✓	✓
	<ul style="list-style-type: none"> Excellent communication skills, including the ability to be factually accurate, clear and precise, adopting plain language and adapting to different audiences 	✓	✓	✓
	<ul style="list-style-type: none"> Ability to work with confidential and sensitive information with discretion 		✓	✓
	Essential			
	<ul style="list-style-type: none"> Understanding of and commitment to promoting equality, diversity and inclusion 	✓	✓	✓
4. Other requirements				

AREA	CRITERIA	A/F	A	I
	<ul style="list-style-type: none"> • Commitment to continuing professional development, and sharing knowledge and expertise with others 	✓		✓
	<ul style="list-style-type: none"> • Willingness and ability to travel throughout the UK; and undertake occasional evening work and overnight stays 			✓

The RCN Core Behavioural Competency Framework informs the key behaviours our employees need to demonstrate in their roles.

Inspire others to greater heights  <p>Be passionate about developing yourself and others and push yourself beyond your comfort zone</p>	Value those around you  <p>Prize diversity and deal fairly and consistently with people while recognising individual differences</p>	Show passion for our services  <p>Have members' and customers' interests at the heart of everything you do and go out of your way to manage & exceed their expectations</p>	Build outstanding relationships  <p>Lead and contribute to your teams success and collaborate with people around you & those beyond your immediate team</p>	Get to the heart of the business  <p>Have the business interests of the RCN at the forefront of all you do and seek out opportunities to develop your business know-how</p>	Stay one step ahead  <p>Be inquisitive, think differently and embrace opportunities for change, helping others to adapt and encouraging new ideas</p>
Use the strengths of those around you to maximum effect	Challenge unacceptable behavior where it exists	Demonstrate pride in the RCN and passion for its services	Understand how your team impacts on others	Learn all aspects of the business with enthusiasm	Improve how things are done
Take personal ownership of all that you do	Treat everyone with respect regardless of their position	Ensure all you do has a benefit to members and customers	Focus on your team's primary goals	See yourself as a shareholder in the RCN	Adapt enthusiastically to change and different ways of working
Persist in the face of difficulties and overcome obstacles	Recognise the benefit of different viewpoints	Empower members and customers to help them become more involved	Share knowledge within your team and across other teams	Generate viable opportunities to help the RCN grow and develop	Tackle unfamiliar situations with confidence
Articulate your views and be open to others' opinions	Communicate openly and actively listen to those around you	Stay calm and focused when dealing with challenging situations	Support and help those around you	Work within tight timescales when needed	Help others to respond positively to change
Coach others and share your expertise	Treat everyone fairly and consistently	Go the extra mile	Demonstrate pride in your team and its work	Prioritise work to respond to urgent needs	Be prepared to do things differently & learn from mistakes
Trust those around you to do their jobs	Encourage mature discussion of differences	Build strong partnerships with outside agencies	Plan projects to involve key people from the start	Show efficiency and value in your use of resources	Adapt your thinking according to the needs of the situation
Seek feedback and learn from what you hear	Be approachable and give time to others	See a task through to the end	Identify opportunities for cross-team working	Translate plans into realistic targets and objectives	Show positive energy even in times of pressure
Lead by example and act as a role model	Respect individual and cultural differences	See things from the members' and customers' perspectives	Understand your strengths and play to them when you can	Understand the impact of your actions on the business	Keep an open mind and think creatively about problems at work
Empower and develop yourself and those around you	Recognise the impact of your behaviour on those around you	Build rapport with members and customers	Seek expertise from outside the team where necessary	Focus on the purpose of your role	Encourage constructive discussion about change
Speak up if you can see a better way to do things	Seek out stakeholders' views where possible	Keep members and customers informed	Ensure all team members have a meaningful part to play	Concentrate on delivering best value	Show your initiative in all that you do