

JOB DESCRIPTION

Role / Title: Human Resources IT Project Delivery Manager

Reports to: Director of Human Resources

Contract type: 1-year fixed term contract

Overall Purpose of the Job:

To work in close partnership with the Project Board, IT Project Manager, Payroll Implementation Manager, Business Analyst and HR colleagues as the HR subject expert to successfully deliver a new HR, Payroll and Scheduling (HaRPS) IT solution for the ROH within an agreed budget, timescale and scope.

Key accountabilities

- Become the expert on HR requirements for the HaRPS project. Articulate and champion to those requirements to ensure that they are delivered within scope
- Ensure the project is delivered on time and on budget and manage all the stakeholder relationships
- Devise and deliver implementation testing regimes for HR functions
- Identify and implement 'work around' solutions to issues to functionality issues
- Ensure effective communication of project scope, progress, timescales and benefits to stakeholders – Directors, HODs, staff, and Trades Unions
- Develop operational 'how to' guides for users
- Devise training materials and deliver user training
- Ensure that the new system delivers HR policies, practices and services which enhances the organisational capability of the Royal Opera House
- Identify and report on issues/delays/ gaps or other project limiting factors to the HRD, IT Project Manager and HR team
- Assist the Director of Human Resources with other duties and project as required.

Behaviours:

- Proactively demonstrate a commitment and contribution to the Royal Opera House's health and safety culture in all activities
- Actively promote the value of diversity in all work; uphold the ROH values and behaviours: Treat each other with Respect - Be Open - Value the Highest Standards

- Ensure confidentiality, in line with organisational policy and data protection requirements
- Actively contribute to own professional development, developing and maintaining knowledge and understanding of legislative changes and best practice developments
- With the other members of the team, share responsibility for housekeeping and the maintenance of standards within the department

PERSON SPECIFICATION:

Essential Skills, Knowledge and Experience:

- Experience of successfully implementing complex HR IT systems – HR Database, payroll interface, scheduling, time and attendance, ATS within a midscale/large organisation.
- Practical experience and understanding of core HR and recruitment operational processes
- Excellent influencing skills, with the ability to work effectively with a wide range of people within and outside the organisation
- A minimum of Associate CIPD membership, or able to demonstrate the equivalent level of skill and experience

Other Key Skills, Knowledge and Experience:

- Commitment to delivering a high standard of customer care and continuous improvement
- Strong time management skills, with the ability to prioritise and meet deadlines
- Good computer skills with strong Microsoft Excel and experience of data analysis
- Excellent research and project management skills
- Sensitivity in dealing with confidential information
- Flexibility in dealing with changing priorities
- Accuracy and attention to detail.
- Ability to assimilate new information and learn routine procedures
- Ability to deal sensitively with people at all levels with tact and diplomacy
- Strong numeracy with experience of analysing and reporting on complex data.
- Excellent written and verbal communication skills
- Ability to prioritise own workload and to work unsupervised
- Experience of proactively promoting diversity and inclusion
- An effective team player

Desirable Skills, Knowledge and Experience:

- An interest in and enthusiasm for the Arts
- Experience with Microsoft SharePoint

The Royal Opera House is committed to creating a diverse and inclusive environment in which everyone can thrive.



Note: *This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*