

## HR Systems Manager

**Location** North East | **Salary** Competitive salary plus excellent benefits

### Overview

We are working with a successful, ambitious organisation with a base in the Newcastle area to recruit for a HR Systems Manager. The position will be responsible for the maintenance and optimisation of current HR systems and take a lead in driving continuous improvement in processes across the end to end employee, learning and recruitment lifecycles. You will play an integral part in the creation and development of the HR Systems and HR Data agenda as the business embarks on a continued period of growth and transformation.

### Job Description

Reporting to the HR Lead, main responsibilities include:

- Taking ownership of the management of HR systems including their HRIS, ATS and LMS platforms.
- Provide expertise to the wider HR team on all matters of HR data, systems and processes.
- Manage the configuration, customisation, and administration of HR systems to achieve data integrity, accuracy, and compliance with relevant regulations.
- Support the wider HR team in achieving the overall HR Strategy by sharing data insights and reports.
- Lead and coach a small team of HR/ HRIS Administrators to maintain and develop HR systems.
- Collaborate with stakeholders across the business to define system requirements, workflows and process improvements to drive efficiencies and effectiveness.
- Work closely with internal and external stakeholders to create and develop a user-friendly self-service across the employee, learning and recruitment lifecycles.
- Create and develop system user guides and provide training when necessary.
- Monitor and carry out quality audit checks to ensure HR data is recorded and used accurately.
- Oversee system updates and integrations by working in close collaboration with external IT partners to ensure seamless implementation and minimise disruptions.

### Person Specification

The successful candidate will:

- Ideally have worked in a similar HR Systems or HR Data orientated role.
- Be analytical with strong accuracy and numeracy skills.
- Be proactive and driven to make continuous improvements.
- Have excellent communication skills and be able to collaborate with internal and external stakeholders across all levels.
- Have a desire to coach and develop a small team.

The role will be based from their Newcastle office but offers hybrid, flexible working.

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