

# Senior IT Team Leader (HR Payroll Replacement Project)

Department	HR Payroll Replacement System		
Directorate	Information Services (www.strath.ac.uk/is/)		
Staff Category	Administrative and Professional	Reference No	311395
Reports To	HR Payroll Project Manager (IT Services)	Grade:	8
Salary Range:	£41526 - £51034	Contract Type:	Fixed Term (30 April 2023)
FTE	1 (35 hours/week)	Closing Date	14 August 2020

## Job Advert

The University of Strathclyde is pleased to offer an exciting opportunity to an experienced and dynamic IT lead to play a leading role in the implementation of a modern HR payroll system.

The University is currently in the pre-implementation phase of this major strategic project to design, procure and successfully implement a new cloud hosted HR/ Payroll system. Delivery of this system will dramatically enhance the employee lifecycle experience and transform management capabilities, through employee and manager self-service functionality and the provision of real-time reporting, as well as increasing the efficiency and effectiveness of processes within HR, Payroll and Finance.

The HR Payroll Replacement Project objectives are to implement a flexible, efficient, responsive, robust and future-proofed Web enabled system that meets the needs of our staff and other stakeholders.

As the Senior IT lead, you will have a solid background and track record of Business analysis and software development and experience in implementing integrations and data migrations to package solutions. The role will require the management of a small team of developers to work with the supplier and wider IT teams to develop integrations, data migration and BI solutions to complement the existing Management Information solutions. The role will also require production and maintenance of technical and strategy documents, such as data migration strategies, technical specifications and project plans.

The successful candidate will need to create and maintain good working relationships with stakeholders and demonstrate good communication skills. Strong technical expertise along with technical project delivery experience is also required as they will quickly adapt to new technologies and situations to provide solutions that align with business objectives. They will be well organised and a self-starter with very good communication skills and an ability explain technical complexity to non-technical stakeholders to enable effective decision making.

## Job Description

### Brief Outline of Job:

The role of the Senior IT Team Leader within the Information Services Directorate (ISD) will involve taking the leading role in supporting the Information Services Project Manager in delivering technical project milestones including data migration, system integrations with other University systems and IT solutions for Corporate Management Information/BI reporting. The role will require a collaborative approach to work with a number of key teams including the HR Payroll Project team, Business and IT managers, the supplier of the Cloud hosted system and key IT Business and Infrastructure teams within Information services. On occasion this will also mean working with key stakeholders/customers across the University.

The successful candidate is expected to lead a small team of developers, produce plans, deliver strategies and lead on the development for data migration, system integrations, Business Intelligence, plans and implementation of system testing of these elements for a cloud hosted HR Payroll System.

### Main Activities/Responsibilities:

1.	Perform a leading role in the production and management of detailed project plans and strategies for the delivery of all aspects of with the support of the IT Project Manager and HR Payroll Business project manager.
2.	Line Manage a small team of developers throughout the project to ensure technical developments are achieved for integrations, data migration, parallel runs and corporate management information. Allocate, monitor and progress software development, testing (unit, system and volume levels) and production release of all data migrations and data interfaces against agreed project timelines both as the technical lead and as a development resource within the team.
3.	Lead the team to perform full systems lifecycle design and development from analysis, development, testing and production release. This will include leading on the delivery of data item mappings, data migrations, data interfaces and /or data integrations between existing corporate applications and the new HR /Payroll application and any cyber security related aspects of data transfer.
4.	Organise meetings/workshops where appropriate and attend and contribute to HR payroll team meetings. Work collaboratively with IT Project Manager, Business Project Manager and Business Change Manager to ensure end to end solution (internal and external technical delivery) meets required business outcomes .
5.	Produce and maintain relevant technical documentation and contribute to strategies for data migration, data integrations and system testing in these areas. This should also include Corporate Management Information and parallel runs of the old and new system to ensure integrity of the new Payroll.
6.	Perform a lead role in developing software release procedures and managing the release of interfaces and data migration to pre-production systems (development, training, user testing).
7.	Document, design and produce data models for migrations and interfaces between the two applications. Produce detailed technical specifications for the developer resources.
8.	Devise and manage software and strategies to run parallel runs between the current HR /Payroll application and the new HR /Payroll application over a pre-defined review window.
9.	Manage the development, testing and monitoring of reconciliation processes for the payroll in the months leading to go live (parallel run)
10.	Follow all governance and guidelines as expected from Health and Safety, Cyber Security, Programme Management office, Data Protection Unit and any other University regulations
11.	Any other duties as directed by the IT project manager.

## Person Specification

<b>Educational and/or Professional Qualifications</b>		<b>Essential/ Desirable</b>	<b>Assessment Method</b>
<small>(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)</small>			
E1	Degree or equivalent in Information Technology/Computing Science or a numerate discipline	Essential	Application/CV
D1	Recognised Project Management qualification or training (for example PMP/PRINCE II/Scrum).	Desirable	Application/CV
<b>Experience</b>			
E2	Proven experience working in technical project management, space, product management or a similar capacity	Essential	App/CV/ Interview
D2	5+ years of experience of working in technical role on developing migration and integration projects or related field. All candidates, who may not have the above-listed years' experience, but can demonstrate the necessary skills, may apply and will be considered	Desirable	App/CV/ Interview

E3	Expert knowledge and experience of a number of the following technologies: Oracle PL-SQL, SQL, Oracle Data integrator, XML, APEX, API, Web services	Essential	App/CV/ Interview
E4	Extensive knowledge and track record in designing relational database design and data models with appropriate toolsets e.g. SQL developer.	Essential	App/CV/ Interview
D3	Working with 3rd party software providers/implementation partners in a commercial environment in a technical role for integrations and data migrations	Desirable	App/CV/ Interview
D4	Coordinating and deploying technical products to end users	Desirable	App/CV/ Interview
D5	Practical experience working with HR/Payroll systems including integrations to HMRC, UKVI and Pension providers	Desirable	Interview
D6	Line management of technical developer staff	Desirable	Interview
<b>Job Related Skills and Achievements</b>			
D7	Track record of leading an IT team for integrations and data migration for a package solution	Desirable	Interview
E5	Experience in working in a project team environment, working to deadlines and a track record of playing a senior role in successful implementation of business software solutions	Essential	App/CV/ Interview
E6	Proven track record of leading and managing small /medium scale projects.	Essential	App/CV/ Interview
E7	Experience of organising and leading meetings with project team members both business and developer staff for the planning and identification of system related requirements and taking forward plans and actions	Essential	App/CV/ Interview
E8	Ability to absorb information, discern what is relevant, and apply to practical situations; strong analytical and problem-solving skills	Essential	Interview
E9	High degree of personal resilience and an ability to work under pressure to challenging deadlines	Essential	App/CV/ Interview
E10	Communicating, verbally and in writing, to interact effectively with internal and external customers, peers, management and cross-functional areas	Essential	App/CV/ Interview
<b>Personal Attributes</b>			
E11	Logical and methodical approach to problem solving and a keen, analytical mind, with abilities to provide innovative solutions	Essential	App/CV/ Interview
E12	Ability to work as a senior member of a project team, showing initiative and leadership qualities in providing innovative solutions.	Essential	App/CV/ Interview
D8	Excellent task management skills, ability to prioritise own workload, and the workload of others, based on business priorities.	Desirable	Interview
D9	Ability to influence and motivate others, mobilise teams and lead through setting a strong example and being able to give clarity of direction and purpose	Desirable	Interview
E13	Good interpersonal and stakeholder management skills and the ability to communicate with authority both verbally and in writing at all levels of the business and across different cultures	Essential	Interview
E14	A flexible and adaptable attitude, willing to accept and drive change, and able to work comfortably with ambiguity, frequent change and unpredictability	Essential	Interview
E15	Strong work ethic with the ability to work well under pressure in a dynamic environment	Essential	Interview
E16	Ability to work autonomously.	Essential	App/CV/ Interview
<b>Other Relevant Factors</b>			
D10	Commercially aware – understands balance and return on investment	Desirable	Interview
E17	Professional integrity – fair, tolerant, honest, consistent and understands personal impact	Essential	Interview
E18	Ability to work from home with own equipment.	Essential	Interview

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Kathryn Hamilton, Project Manager ([kathryn.hamilton@strath.ac.uk](mailto:kathryn.hamilton@strath.ac.uk)).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Interviews

Interviews are scheduled to take place in late August 2020, via Zoom. Candidates will be invited to attend an initial interview, and then, following a further shortlisting, selected candidates will be invited to attend a further panel interview, at a later date.

### Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

### University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

