

Job Description

Job Title:	HR Projects and Technology Manager
Department:	Human Resources
Reports To:	Director, HR Projects, Technology & Analytics
Jobs Reporting:	Business Analyst (s), HR Information Specialist, HR Systems Administrator, Project Resources
Salary Grade:	USG 12
Effective Date:	March 2019

Primary Purpose

The HR Project and Technology Manager will be responsible for the planning, execution and implementation of all HR technology projects and initiatives. Reporting to the Director, HR Projects, Technology & Analytics, the HR Projects and Technology Manager leads and develops a team responsible for providing support, guidance and governance of HR technologies and their associated activities to ensure operational results and requirements are met.

Key Accountabilities

Ensures the effective utilization, deployment and development of people resources

- Deploy and manage HR technology and project resources to ensure delivery of HR strategic goals in area of responsibility;
- Coach, train and develop employees to assure growth and development of those individuals;
- Conduct Annual Performance Plans with direct reports, and ensures adherence to Annual Performance Planning and Review process within the department.

Leverage HR technology capabilities to meet the needs of all stakeholders

- Lead the continuous review of current HR technology functionality to ensure the University is leveraging the maximum possible value and providing users with quick and easy access to relevant information in the most effective and efficient way;
- Accountable for reviewing assigned manual processes within HR, supporting the streamlining of processes and identifying ways to transition to HR technology;
- Accountable for recognizing the opportunities current technology provides and assessing its impact on the department business practices. This includes leading the investigation of process, documenting gaps and recommending ways that the department can use the current technology while providing suggestions of new technology and workflows;
- Manage the successful functional implementation of, and updates to, a variety of HR technologies including, Workday, iCIMS, Ariel, MSBI, and other integrated systems;
- Support HR initiatives by ensuring continuity and successful delivery of operational services

Responsible for the effective configuration, deployment and maintenance of HR technology

- Create implementation plans, develop recommendations, understand priorities and impacts, resource needs, communications and documentation required for HR technology projects;
- Review all HR project, process and technology support requests and ensure they are prioritized and executed aligned with HR strategic priorities;
- Oversee design and technical Workday requirements specific to application configuration, data migration, data cleansing while supporting the technical team with all integrations

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- Provide guidance on the technical feasibility and appropriateness of proposed solutions when alternate solutions are available;
- Provide hands on oversight of the business analyst function and all functional design sessions/workshops ensuring that requirements are properly translated into functional and technical design solutions of the HR technologies solutions that bring long term value to HR and the campus community;
- Be a key resource to the HRMS Management team by bringing forward status updates, issues, recommendations and requests to ensure senior management have all the information required to make strategic decisions.

Manages the effective planning and execution of HR Technology Projects/Initiatives

- Manage all aspects of project scope, schedule, resources and risks for assigned projects;
- Appropriately delegate and allocate work among staff members to ensure timely completion of technology projects and initiatives aligned with committed objectives;
- Manage document and change control processes and identifies areas of improvement of these functions;
- Maintain knowledge and expertise in business analysis, agile/waterfall project management methodologies, Workday configuration as well as multiple business processes and technical systems;
- Leverage industry best practices to plan, manage, monitor and report on all projects

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Undergraduate degree in business, human resources or behavioural science required
- Project Management, business analysis and process improvement training is required. Green belt, PMP or CAPM preferred.

Experience

- 6-8 years of progressive experience including management of staff, hands on experience with HR enterprise applications, project management, and process improvement initiatives;
- 3-5 years HR systems experience including supporting implementation of modules or module re-implementations; Workday experience required
- 3-5 years progressive experience supporting or leading continuous improvement initiatives preferably in an HR environment utilizing lean or TQM approaches;
- Knowledge of and experience with continuous improvement methodologies

Knowledge/Skills/Abilities

- Proven ability to adapt and work effectively within a variety of situations including changes in job demands; changing priorities or competing priorities;
- Ability to engage and influence senior stakeholders ensuring stakeholder adoption;
- Excellent analytical and problem solving skills are essential;
- Proven ability to understand complex situations, tasks or problems, analyse them using a systematic approach and identify patterns and connections between situations that are not inherently obvious.

Nature and Scope

- **Contacts:** Internal communication with all levels of staff to understand needs and to communicate priorities for the team in a clear and concise manner by discussing information, issues and problems; with the HR team and other stakeholders to exchange information, collaborate and discuss issues and problems. External communication with the system providers to obtain, clarify and discuss information, issues and problems.
- **Level of Responsibility:** This position provides day-to-day management of HR technology and project staff. The role is required to lead defined projects specific to HR technology and process improvement and provide resources as needed to other areas within HR to support HR transformation efforts. The position ensures that all HR technologies are effective and efficient and that all committed projects are executed on time, on budget and within scope.
- **Decision-Making Authority:** Responsible for developing recommendations for review by the Director HR Projects, Technology & Analytics to ensure that HR systems are delivering maximum effectiveness and assigned projects are delivered on time and within scope.
- **Physical and Sensory Demands:** Requires high attention to detail and must handle distractions, changing priorities and interruptions, while meeting required deadlines.
- **Working Environment:** Work is performed in an open work area with a lack of privacy and constant interruptions by telephone, email or colleagues. Overtime is required often in this role to support HR systems and frequent updates and releases to Workday HCM.