Job Description

Job Title: ERP Project Lead – Payroll / Time & Labour

About SLC
Student Loans Company is a non-profit making Government-owned organisation set up in 1989 to provide loans and grants to students in universities and colleges in the UK. We are responsible for student support delivery in the UK. **Company Mission** We enable our customers to invest in their futures by delivering secure, accurate and efficient assessment, payment and repayment services. **Company Vision** Our vision is to be valued as a digital, customer-focused, centre of excellence.

Job Details
Overview of department: Through a change Programme, the company is modernising its current Enterprise Resource Planning (ERP) and Human Resourcing (HR) applications with a new, enhanced scoped, single integrated Cloud ERP/HR solution. This modernisation presents with it a business change opportunity to enhance the Company's business support services and their systems. **Grade:** TBC **Reporting to:** Project Manager **Budget Responsibility:** N/A **Line Management Responsibility:** N/A **Job Purpose:** Aligned primarily to the Human Resources and Payroll business functions, you will bring the relevant business knowledge to the project's work stream team required to: • understand the 'As-Is' system(s) and stakeholder requirements • determine the root cause of issues and opportunities for improvement • understand the relevant applications of the ERP and HCM tool's functionality in the solution design • become viewed as the 'subject matter expert' on the application module(s) and associated business system(s) • lead the integrated end to end development of the workforce compensation, time-sheeting applications configuration to a gross and net payroll position, with the (re-)design of corresponding business systems and other enterprise applications and systems, including third parties • determine and support the scope of changes required to achieve the business improvements • plan and support the business transition to the new HR application and systems

Key responsibilities:

As one of the projects' blended work stream leads you'll be in a key role to design, develop and implement the company's future HR, Workforce compensation, Time-sheeting and Payroll systems, which will include the successful architecture and delivery of integrated digital applications, business processes, data and management information for HR, Finance, and Third Party payroll providers, blending them across the other Corporate Service functions by:

- Establishing 'as is' and 'to be' processes and systems to determine the Gaps' impact and support the plan for migrating from the 'as-is' to the 'to-be'
- Facilitating requirements gathering and solution piloting workshops, managing requirements and agreeing solution designs with key stakeholders
- Continually liaise with key stakeholders on the most appropriate design, development and implementation of the integrated solution and business system changes. Taking proactive decisions regarding the application solution and the system on behalf of the key stakeholder that represent company's and stakeholders' best interests
- Working with delivery partners and third party payroll provider to design the overall solution and configure the core HR, workforce compensation, time-sheet and payroll applications
- Coordinating the integration of all the relevant ERP/HR application modules
- Determining the data setup, and supporting the data management, migration and archiving of legacy data approach
- Performing application acceptance unit and system testing, and supporting user acceptance testing
- Supporting the development, and where necessary coordinating, user training and training material
- Supporting the design and development of application dashboards, analysis and essential management information reports
- Supporting the business change requirements and change management activity with information, advice, guidance and knowledge transfers
- Proactively coordinating and managing the activity tasks for the work stream and its business analysts prior to, during and after 'Go-Live'
- Delivering decisions on time and on budget, managing dependencies across the blended projects and work-streams
- Participating in project related activities. e.g. Change Requests, Reporting, Communication, Workshops, Meetings, RAID management etc. as required
- Coordinating the post 'Go-Live' business handover activities and supporting the project close down
- Complying with Company policies, frameworks and project governance
- Inputting to the plans, time and cost estimates for completing the project

Knowledge, Skills and Experience:

- Relevant Oracle Enterprise Resource Planning, Human Resource, and/or Payroll applications experience – (preferred but not essential, as application training will be provided)
- Relevant business process and integrated systems design experience.
- Problem analysis and problem solving skills
- Excellent judgement, organisation, communication and presentation skills
- Able to effectively present solutions to stakeholders via live presentations
- A track-record of implementing change
- Experience of working with blended teams with a collaborative approach to solution design,

development and implementation at all levels of personnel within the company

- Knowledge of best practice business processes, software development best practices, project management methodologies – desirable
- Prior experience with Enterprise IT delivery projects – desirable
- Readily accepts responsibility and delivering to tight deadlines
- Proficient knowledge of MS Office Tools (Word, Excel, Project, PowerPoint and Visio)
- Payroll systems, with strong experience of human resources and payroll processing