



Post Specification

Post Title:	HR System Implementer / Team Leader – Full-time
Post Status:	Specified Purpose Contract to cover Maternity Leave
Department/Faculty:	Human Resources
Location:	Main Campus, Trinity College
Reports to:	HRIS Manager
Salary:	This appointment will be made on the Administrative 1 salary scale (to the bar) at a point in line with current Government pay policy
Closing Date:	12 Noon on Monday 6 th October, 2014

The successful candidate will be expected to take up this position in October 2014 or as soon as possible thereafter.

Post Summary

Human Resources seek to appoint an individual with proven experience implementing modules on the Core HR Portal platform, for example; online timesheets and online staff requisitions. The successful candidate will work with the HRIS Manager to oversee the delivery of milestones according to the project schedule and to implement system enhancements in line with the Project Plans.

The HR System Implementer will assume leadership responsibility to ensure the efficient and timely delivery of project milestones and will also adopt a 'hands-on' approach to deliver system enhancements as per the agreed Project Plans. S/he will also be required to lead on designated projects. The ideal candidate will have a 3rd level IT qualification and a minimum of 2 years proven experience implementing COREHR products, in particular, on the CorePortal platform.

Background to the Post

This is an exciting opportunity for the right person, as Human Resources is implementing a number of projects in 2014/15. Projects include: the roll out of system changes to facilitate operational demands, the implementation of new online modules from the Corehr product suite and working with the Financial Information System (FIS) Project Team to provide for continued integration of the Finance and HR systems.

Internal Working Relationships

The post holder reports to the HRIS Manager and works closely with the IS Services Team and the Financial Information System (FIS) Project Team.



Principal duties of the Post

The successful candidate will have responsibility for the following:

- Deliver milestones and execute tasks as per the COREHR Project Plans.
- Liaise with the Vendor and manage software delivery to the Test and Live Environments.
- Manage User Acceptance Testing.
- Take on the Technical lead responsibilities with regard to the Operational and Developmental Projects.
- Develop Functional Requirements Specifications as required.
- Develop 'As-Is' and 'To-be' business process maps, as required.
- Identify pragmatic solutions to problems as they arise.
- Ensure the provision of robust User Security Management, for example, within Core Portal.
- Develop and design the User Training Programme including provision of the User Training Guides.
- Roll out and deliver the User Training Programme, as required.
- Other duties as may be assigned by the HRIS Manager.

Person Specification

Qualifications

- Candidates for this post should ideally possess a Third Level IT qualification in a relevant area e.g. Information Technology, Computer Science, Management Information Systems.
- 3-5 years project management experience, ideally holding PMP or Prince2 certification.

Knowledge and Experience (Essential & Desirable)

Skills & Competencies

- Previous experience of implementing Core Portal Products (or similar) is essential, for example on-line timesheets and on-line staff requisitions – minimum of 2-years previous experience in a similar size organisation.
- Previous experience in a support role on COREHR is desirable; including the ability to liaise with the Vendor to achieve positive outcomes.
- Proven experience in business process engineering with demonstrated examples, would be a distinct advantage.
- Experience of working on a project team in a team leader capacity would be an advantage. Ability to work effectively as part of a team – tolerant, cordial and willing to help others, shares work and information with the Project Team, as appropriate; establishes rapport with others.
- The ability to interface effectively with staff both within the unit and across College.
- Experience of working in a Human Resources area would be an advantage.
- Relevant experience of project management methodology is essential.
- Excellent communication skills, both written and oral. Good interpersonal skills and flexible approach - can operate flexibly within a busy environment; can shift focus when required.
- 'Can Do' approach required - Must have a pro-active approach to work, anticipating and resolving problems in advance; Attention to detail is essential - from anticipating and



addressing issues in advance to understanding requests and delivering quality work with minimal errors.

- Excellent organisational and task-management skills together with the ability to work on a number of tasks simultaneously. Have the ability to prioritise tasks and meet deadlines.
- Commitment, enthusiasm and drive, flexibility and a willingness to work outside usual office hours when required are essential.
- An ability to develop creative solutions to multi-faceted problems is required.
- Customer-service skills are essential. Candidates must be able to operate effectively as part of a team, being cordial, co-operative and patient, willing to share work and information and be able to influence and develop effective networks; the successful candidate must be able to demonstrate emotional intelligence and communicate with a high level of initiative, tact, diplomacy and confidentiality.

Informal Enquiries to: Ms Karen Roantree, HRIS Manager - **e-mail:** roantrek@tcd.ie or telephone: +353-1-896-3330

Application Procedure*

In order to assist the selection process, candidates should submit a full CV to include the names and contact details of 3 referees (e-mail addresses if possible) together with a statement (one A4 page maximum) of how you fit the description and role profile, specifically addressing the following points:

1. As required above, candidates must have experience of implementing Core Portal Products or equivalent. Applicants should clearly address this experience and how they obtained their knowledge in their application.
2. Illustrate, through past example, their ability to work on their own initiative and resolve problems.

Please note: candidates who do not answer the screening questions will not be considered at shortlist stage.

Note: Candidates shortlisted for interview should note that they will be required to design and deliver a presentation and/or complete a practical exercise (approximately 15 minutes) immediately prior to interview.



Founded in 1592, Trinity College Dublin is the oldest university in Ireland and one of the older universities of Western Europe. On today's campus, state-of-the-art libraries, laboratories and IT facilities, stand alongside historic buildings on a city-centre 47-acre campus.

Trinity College Dublin offers a unique educational experience across a range of disciplines in the arts, humanities, engineering, science, human, social and health sciences. As Ireland's premier university, the pursuit of excellence through research and scholarship is at the heart of a Trinity education. TCD has an outstanding record of publications in high-impact journals, and a track record in winning research funding which is among the best in the country.

TCD has developed significant strength in a broad range of research areas including the 18 broadly-based multi-disciplinary thematic research areas listed below.

Sustainable Environment	Next Generation Medical Devices	Identities in Transformation
Smart and Sustainable Cities	Creative Technologies – Digital Media, Arts and Entertainment	International Development
Cancer	Neuroscience	Immunology and Infection
Nanoscience	Telecommunications	Creative Arts Practice
Inclusive Society	Mathematics of Complexity	Intelligent Media and Human Communication
Ageing	International Integration	Digital Humanities

Its current flagship interdisciplinary research institutes are in areas such as biomedical science, arts and humanities, neuroscience, international integration studies, and nanostructures and nanodevices. The construction of Ireland's first purpose built nanoscience research institute, CRANN, was opened in January 2008, which houses 150 scientists, technicians and graduate students in specialised laboratory facilities.

The building also includes an innovative public venue, the Science Gallery. In 2011, it received the Shorty Award for Best Cultural Institution on Twitter globally and the Irish Web Award for Best Education and Third Level Website. These joined a list of awards that includes European Museum of the Year Award – Special Commendation 2010 and National IT award for best use of technology in education, 2009.

The recently opened Trinity Biomedical Sciences Institute (TBSI) is an unprecedented development for Biomedical Research in Ireland, both in terms of scale and ambition. It



provides a facility for TCD to continue its upward trajectory in both basic and translational research programmes, notably in the areas of Immunology, Cancer and Medical Devices.

The Library of Trinity College is the largest research library in Ireland and is an invaluable resource to scholars. In addition to purchases and donations accrued over four centuries, the College has had 200 years of legal deposit. By this right Trinity can claim a copy of every book published in Ireland the UK. The Library has over 4.25 million books, 22,000 printed periodical titles and access to 60,000 e-journals and 250,000 e-books. The Library's research resources also include internationally significant holdings in manuscripts (the most famous being the Book of Kells), early printed material and maps. Its collections and services support the College's research and teaching community of 15,000+ students and academic staff.

Trinity continues to attract intellectually strong students from Ireland and abroad. More than half of its incoming undergraduates have earned in excess of 500 out of a maximum 600 points in the national Leaving Certificate examination. The accessibility of a Trinity education to all students of ability is also very important. Trinity College was the first university in Ireland to reserve 15% of first year undergraduate places for students from non-traditional learning groups – students with a disability, socio-economically disadvantaged students as well as mature students. The College has met its target in this respect. There is also an exciting international mix of its student body where 16% of students are from outside Ireland and 40% of these students are from outside the European Union. TCD students also have an opportunity to study abroad in other leading European universities through Trinity's partnership agreements.

Students also benefit from a scholar teacher model where they have the opportunity of being taught by world-leading experts in their field. Interdisciplinarity forms a key element in the College strategy in increasing Trinity's international standing as a research-led university.

Many of Trinity College Dublin's alumni have helped shape the history of Ireland and Western Europe. They include author, Jonathan Swift, philosopher, George Berkeley, political philosopher, Edmund Burke, wit and dramatist, Oscar Wilde, historian, William Lecky, religious scholar, James Ussher, scientists, John Joly, George Johnstone Stoney, William Rowan Hamilton and physicians, William Stokes and Denis Burkitt.

Two of Trinity College's alumni have won Nobel prizes – Ernest Walton for Physics in 1951 and Samuel Beckett for Literature in 1968. The first President of Ireland, Douglas Hyde was a graduate as was the first female President of Ireland, Mary Robinson.

The Selection Process in Trinity



- The Selection Committee (Interview Panel) may include members of the Administrative and Academic community together with an External Assessor who is an expert in the area.
- Applications will be acknowledged by email. If you do not have confirmation of receipt within 1 day of submitting your application online, please get in touch with us immediately and prior to the closing date/time.
- Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the College regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist.
- Outcomes of interviews are notified in writing to candidates and are issued **no later than 5 working days** following the selection day.
- In some instances the Selection Committee **may** avail of telephone or video conferencing.
- The College's selection methods may consist of any or all of the following:
 - Interviews
 - Presentations
 - Psychometric Testing
 - References
- It is the policy of the College to conduct pre-employment medical screening/full pre-employment medicals.
- Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Equal Opportunities Policy

Trinity College Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required



to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Application Procedure

Candidates should submit a cover letter, a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible) together with a statement (one A4 page maximum) detailing how you fit the description and role profile, specifically addressing the points detailed in the Application Procedure* **by e-Recruitment:**

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT

If you have any query regarding this, please contact:

Amy Quirke, Human Resources, House No. 4, Trinity College Dublin

Tel: +353 1 896 1893

Email: aquirke@tcd.ie

Candidates who do not specifically respond to the screening questions will not be included in the shortlisting process