

PGL Beyond Job Description



Teamwork



Quality



Safety



Respect



Inclusivity



Fun

Job Title: HR Systems Administrator

Reporting to: Head of People & Culture Service Delivery

Main purpose of the role

Our HR Systems Administrator is responsible for the management and maintenance of our Human Resource Information System (HRIS) and other HR-related systems. This role ensures the accuracy and integrity of the data within these systems, provides functional support, and collaborates with People & Culture (PGL's HR team) and IT departments to enhance system functionality and efficiency.

As part of PGL Beyond you'll be creating unforgettable learning and adventure experiences that make a real difference to the lives of young people. Our incredible team has always been the secret to our success. Our people are our future and we take great pride in matching your hard work with a commitment to looking after you and your career.

Responsibilities

System & Data Management

- Administer and maintain the HRIS, ensuring data integrity and security.
- Monitor the data transfer processes in place between HR Systems to ensure an efficient data flow.
- Perform regular audits to ensure system data accuracy and compliance with company policies.

Functional Support

- Provide functional support to People & Culture colleagues.
- Troubleshoot and resolve HRIS-related issues, coordinating with IT as necessary.
- Support project and change initiatives as required.

Process Improvement

- Identify and recommend improvements to HR processes and system functionalities.
- Collaborate with HR and IT teams to implement system enhancements and integrations.
- Stay updated on HRIS trends and emerging technologies to leverage system capabilities.

Compliance and Security

- Ensure HRIS complies with data protection regulations and company policies.
- Manage system access permissions and roles to maintain data confidentiality and security.
- Support HR compliance audits and reporting requirements.

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Useful Information

Our People & Culture function is transforming to better position us to support the business as we move into the future. As such, our roles are likely to evolve. Therefore whilst this job description provides an overview of the main duties and responsibilities, it is not intended to be exhaustive and it is anticipated that the contents will change over time whilst remaining within the broad remit of the role.

Person Specification

Education, Experience & Achievements	Essential	Desirable
Bachelor's degree in Human Resources, Information Technology, Business Administration, or a related field.		Yes
12+ months of experience in HRIS administration or a similar role.	Yes	
Proficiency in HRIS software (e.g. Iris Cascade, Cornerstone, Workday, SAP SuccessFactors, ADP, Oracle HCM).	Yes	

Skills & Knowledge	Essential	Desirable
Strong understanding of HR processes and data management.	Yes	
IT literate in a range of MS Office applications with advanced level Excel skill.	Yes	
Knowledge of GDPR and Privacy laws and their relevance to P&C practice.	Yes	
Ability to prioritise and manage multiple workstreams.	Yes	
Strong written and verbal communication skills with the ability to influence.	Yes	
Effective relationship building and interpersonal skills.	Yes	
Knowledge of PGL Beyond operations.		Yes
Experience in designing/creating new processes.		Yes

Personal Attributes	Essential	Desirable
Ability to problem solve to identify and resolve system issues.	Yes	
High level of attention to detail with vigilance in maintaining data integrity and security.	Yes	
Committed to maintaining the confidentiality of sensitive data.	Yes	
Clear and effective communication with technical and non-technical stakeholders.	Yes	
Motivated to self-manage workload with excellent organisational skills.	Yes	
Contributes positively to tasks, projects and meetings.	Yes	
Flexibility to adapt to changing systems, processes and priorities.		Yes
Enthusiasm in identifying and implementing process improvements.		Yes
Awareness of industry trends and emerging HR technologies.		Yes

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Additional requirements	Essential	Desirable
Basic DBS check.	Yes	
Full UK Driver's license.		Yes

Additional information

Environmental & Social Governance (ESG)

You are required to support and champion our sustainability strategy on a personal, department and company-wide level, through regularly engaging in discussions and decision-making around ESG, upholding company and department ESG goals and targets.

Equal Opportunities/Safeguarding

We pride ourselves on hiring the best people, and recognise the importance and benefits of a diverse and inclusive team. However, the protection and safeguarding of our colleagues and the young people visiting our centres is our primary concern.

Our Values

Our company values of teamwork; quality; safety; respect; inclusivity and fun define our beliefs, and underpin everything we do. Though simple on the surface, when combined, these values create the exceptional experience that sets PGL apart for both our guests and colleagues.

'Lend a Hand'

Lend a Hand provides a valuable opportunity to gain insight into the fantastic work that our PGL centre colleagues are doing every day. During our Lend a Hand weeks, members of our Support Centre teams take time out of their normal routine to work on Centre in areas such as Catering and Housekeeping, enabling us to work closely with colleagues we don't usually work alongside in a job role other than our own, whilst also providing valuable support to our centres at times when they need it the most.

Right to amend

The company reserves the right to amend the job description in consultation with the colleague to reflect changes in the role.

Job description updated on 28/05/2024.