



**Corporate Services  
IT - Development and Projects, SAP Team**

**SAP HR Functional/Technical Specialist - Human Resources / Payroll**

**Full Time – Fixed term for 2 years**

**Internal only: this job is open to employees on the redeployment register and employees working within IT at the University of Leeds employees only**

This is an excellent opportunity to join the Development and Projects team in one of the countries leading universities. As part of the SAP team you will play a key role in the design, development and continued implementation of the University's SAP HR and Payroll solutions.

The University successfully implemented SAP in 1999 and following various upgrades is now running ECC 6.0. The modules implemented include Finance (FI/CO), HR & Payroll (PA/PY) Sales & Distribution (SD), Materials Management (MM), Project Systems (PS) and Plant Maintenance (PM). This makes SAP the central business, administrative and operational system and its support and maintenance critical for the effective running of the University.

You will act as an internal SAP consultant in recommending HR and Payroll enhancements across the University. A key responsibility will be the implementation of new and improved functionality and any initial testing associated with this. You will also be responsible for liaising with business owners and end users in order to identify and analyse system requirements. A key focus will be to evaluate new technology and to proactively identify how this could provide added benefit to the University, in order to meet and align strategic requirements and to ensure business processes remain aligned to technical capabilities.

You will be able to demonstrate experience of configuration and ABAP development relating to the SAP HR/Payroll modules. You will have a strong IT background, excellent interpersonal and written communication skills with the ability to develop and maintain positive working relationships with both internal and external customers. You must have good organisational skills, be proactive and self-motivated and be able to work under pressure to tight deadlines.

**University Grade 7 (£32,004 - £38,183 p.a.)**

**Informal enquiries may be made to Susan Birch tel +44 (0)113 343 3195, email [s.birch@leeds.ac.uk](mailto:s.birch@leeds.ac.uk)**

**Ref: CSUIT1106**

**Click here for further information about working at the University of Leeds [www.leeds.ac.uk/info/20025/university\\_jobs](http://www.leeds.ac.uk/info/20025/university_jobs)**

## **Job Description**

**Responsible to: Service Leader - SAP HR & Payroll**

**Reports to: Service Leader - SAP HR & Payroll**

### **Main duties and responsibilities**

- Develop and maintain an in depth understanding of the University's HR and Payroll business processes.
- Establish excellent working relationships with key business owners and colleagues within IT.
- Use existing tools and systems within IT to plan, manage and monitor activities
- Ensure IT compliance with the University's documentation, data protection and auditing requirements.
- Hold regular meetings with business owners to prioritise support and development activities.
- Act as Internal Consultant in recommending HR or Payroll system and process enhancements making optimal use of standard functionality; proactively liaising with business owners and other key users to identify, understand and define their requirements for projects and small work requests.
- Apply best practice in business analysis in order to produce detailed user requirements documenting the time, effort and skill required during all phases to deliver optimum solutions, documenting the potential benefits of the development/change.
- Design, develop and Implement SAP HR/Payroll solutions and produce both functional and technical specifications to support this.
- Use the appropriate SAP Development tools and related functionality to create developments, enhancements, modifications and interfaces.
- Use SAP Web development technologies to deliver web based applications.
- Implement and test configuration/development changes in accordance with agreed change control procedures and produce testing strategies, system test plans and undertake testing to ensure all new/modified HR and Payroll developments meet the defined specifications prior to User Acceptance testing
- Support User Acceptance Testing and sign-off.
- Provide support to users of SAP HR / Payroll and its associated systems which will include responding to calls logged with the IT Service Desk and positively engage with users to resolve these in a timely manner.
- Work with the SAP basis team to implement SAP system patches, enhancements and upgrades

- Investigate the implications of SAP support packages and enhancement packs on supported business processes.
- Investigate system issues, identify causes and agree solutions where appropriate.
- Support the maintenance of user documentation and training material.
- Undertake research and development in additional SAP functionality and associated solutions to ensure continuous service improvement is achieved.
- Any other duties as may reasonably be required, consistent with the grade of the post

## University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

## IT Behavioural Framework

IT Staff have worked together to develop a Behavioural Framework which defines the expectations of behaviour for all employees in the IT Department.

We recognise that, because how we behave as individuals and teams affects other people, our behaviour is as important as the tasks that we do.

We want to be explicit about where we want to be: a working environment based on trust (I am trusted and I trust others).

We will develop a culture of trust by acting with **integrity**; **demonstrating respect** and **being professional**.

We believe that in so doing we will improve the service we deliver.



## **Person Specification**

### **Essential**

- Demonstrate significant experience of configuring the SAP HR/Payroll modules
- Demonstrate experience of working as an ABAP developer and utilising SAP Development tools
- Demonstrate experience of working in a customer-focussed support role
- Demonstrate experience of using business analysis skills to support the definition and design of IT solutions
- Demonstrate ability to deliver business systems to the specified requirements, within tight deadlines and to high quality assurance standards
- Demonstrate excellent organisational skills including the ability to manage multiple and competing priorities.
- Demonstrate ability to consult and communicate clearly and effectively (orally and in writing), including the ability to translate technical detail into lay terms, to a wide range of audiences
- Demonstrate experience of building positive working relationships both internally and externally
- Demonstrate ability to work on own initiative and without close supervision
- Demonstrate commitment to continuous improvement, learning and personal development
- Demonstrate commitment to confidentiality
- Demonstrate willingness to support and uphold the IT Behavioural Framework, and the University of Leeds Values

### **Desirable**

- Demonstrate experience of working with SAP PI, SAP Portal and workflow
- Demonstrate experience of SOAP Web Services
- Demonstrate experience of working in a HR environment
- Demonstrate experience of working within a Higher Education environment
- Demonstrate experience of working in a project delivery environment

## **Additional Information**

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at [www.leeds.ac.uk/hr](http://www.leeds.ac.uk/hr)

## **The Partnership**

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

## **Criminal Record Checks**

This post is covered by the Rehabilitation of Offenders Act 1974 and as such, applicants who have 'unspent' convictions, cautions, reprimands and warnings, including any pending criminal proceedings, must declare this in the 'other personal details' section of the application form and send details to the Recruitment Officer at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

Criminal record information will be held securely by the University and in accordance with the Data Protection Act and the University's Data Protection policy, available at [http://www.leeds.ac.uk/secretariat/data\\_protection\\_code\\_of\\_practice.html](http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html)

Any offer of appointment will be in accordance with our policy, a copy of which is available at [http://hr.leeds.ac.uk/criminal\\_records](http://hr.leeds.ac.uk/criminal_records)

## **Disabled Applicants**

The post is located in the EC Stoner Building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk) or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**