THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SERVICES

DIRECTORATE OF PEOPLE & OD

PEOPLE & OD OPERATIONS

POST MANAGEMENT ASSISTANT

VACANCY REF: PSX-018857

Salary:	£24,174 to £27,116 per annum, depending on relevant experience
Hours:	35 hours per week
Duration:	Permanent
Location:	Oxford Road, Manchester

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Enquiries about the vacancy, shortlisting and interviews:
Name: Jacqui Bryning
Email: Jacqui.bryning@manchester.ac.uk
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Overall Purpose of the Job:

Acting as a key point of contact for post management, ensuring that all posts on the People & OD System (ResourceLink) hold accurate and up to date information (including authorisation checks, terms and conditions, grade, FTE, organisational structure unit, post funding and job evaluation outcomes).

Working closely with colleagues in the Directorates of People & OD and Finance to support the structure and hierarchy of approved budgeted posts within ResourceLink - ensuring that all posts reflect the current organisational structure and reporting lines. To assist colleagues in the development of Employee and Manager Self-Service.

Key Responsibilities, Accountabilities or Duties:

- Provide frontline (telephone and e-mail) assistance for all customers of the service.
- Day to day setup and maintenance of Posts on ResourceLink (ensuring authorisation is provided initially via a Post and Contracts Management form (PCM) or alternative approval method).

- Work closely with Employment Services colleagues to ensure post changes are seamless and updated in a timely manner.
- Liaise with contacts in Finance (including Accountants and budget holders) to ensure that the post funding information held on ResourceLink is accurate and up to date and that all finance codes are active in time for Payroll deadlines.
- Work closely with Finance colleagues to support a shared protocol relating to the budgeting/creation of a vacancy/new post/replacement post process, ensuring that People & OD data and structure on ResourceLink aligns with the data held in Finance systems.
- Maintain post-to-post reporting structures on ResourceLink.
- Provide support and guidance to customers.
- Ensure that the information held on a post is sufficient to meet the HESA reporting requirements, supporting monthly data housekeeping aligned to the University HESA process.
- Ensure that all post management processes are process mapped and shared with colleagues within the Directorates of People & OD and Finance.
- Resolve issues around Funding/Activity code (i.e. data quality issues and scenarios where the wrong post has been selected on ResourceLink).
- Assist in the development of the Post Management function (for example, ongoing improvements, dealing with stakeholder communications, assisting with broader post-related issues).
- Assist with maintenance of organisational structure unit changes and restructures.
- Produce regular data quality/integrity reports to identify inconsistencies and anomalies and to subsequently investigate any issues that arise, resolving where appropriate.
- Attend meetings with stakeholders (including Heads of School Operations and/or other senior staff) in order to review staff lists, data and reporting structures in order to maintain accuracy and integrity in the information held on ResourceLink.
- Assist with developing the service to be effective and customer-focused, and engage in, or take on, activities that support the continuous development of the Systems function.
- Positively promote equality and diversity, ensuring working practices and duties are carried out in accordance with University policy and good practice.
- Undertake any ad hoc activities (as required) - commensurate with the level of this post.

PERSON SPECIFICATION

Knowledge, Skills and Experience:

- Experience of using ResourceLink would be an advantage.
- Excellent communication skills (written and oral), demonstrating the ability to deal with a wide range of people with varying levels of understanding.
- Excellent organisational and administrative skills.
- Demonstrable ability to plan, organise and manage workloads and priorities.
- Excellent computer skills, with experience using a range of standard packages (for example, Microsoft office).

- Experience of using data extraction tools to manipulate data within systems and across applications to produce management information (i.e. use of Discoverer, Cognos etc).

- A detail-oriented approach to work and able to maintain high levels of accuracy.

- Knowledge of Data Protection issues and their practical application in the workplace.

- Knowledge of the principles and issues relating to operational business processes in the People and Organisational Development, Payroll and Pensions Administration.

- Ability to produce high quality documentation quickly and accurately.

- Demonstrable ability to identify, analyse, manage project issues and risks, and escalate as appropriate.

- Commitment to continuous improvement, learning and personal development.

- Able to work both within a team and independently.

- Experience of working to strict deadlines and with competing priorities.