



## **HR Systems Officer**

### **Based Head Office, Middlesbrough**

#### **The Company**

PD Ports are a leading UK ports business offering end to end supply chain solutions and employing circa 1200 people across the UK. With headquarters in the North East of England, PD Ports operates at key UK ports and logistics centres nationwide.

#### **The Role**

A vacancy has arisen for a HR Systems Officer based in the Human Resources Department at our Head Office in central Middlesbrough. Working in a busy department the main responsibilities include, but are not limited to:

- Ensuring HR systems are supported and maintained
- Support HR system developments, improvements and upgrades
- Act as HR representative to the IFS team relating to key projects
- Act as a technical point-of-contact for IFS and other HR systems
- Collate and summarise issues and feedback to the IFS team
- Undertake system testing and other technical projects as required
- To provide meaningful data and reporting solutions for the HR team
- Deliver timely responses and resolve problems for key users of the system
- Undertake HR and Time & Attendance training for users and act as first point of contact for queries
- Contribute to HR system improvement and upgrades
- Run audits for security access and data accuracy
- Complete HR process mapping and process flows, identifying solutions

#### **The Candidate**

The role may suit a graduate or an individual with an interest in developing process solutions and delivering training and support to system users. With excellent communication and organisational skills, the successful candidate will have the ability to organise their own workload and prioritise tasks and activities in addition to working as part of a team. They should have strong IT skills including the ability to manage and manipulate large amounts of data and excellent Microsoft Office Skills. The ideal candidate should have the ability to support, communicate and implement system developments. The role will be based in Middlesbrough, although travel to other company premises and locations may be required.

If you feel you have the necessary skills to undertake this challenging role please send applications in writing, including a CV and cover letter detailing any relevant experience, to:

**Address:** Rachel Cawthorne  
Group HR Manager  
PD Ports  
17 – 27 Queens Square  
Middlesbrough  
TS2 1AH

**Email:** [rachel.cawthorne@pdports.co.uk](mailto:rachel.cawthorne@pdports.co.uk)

**Closing Date:** Friday 14<sup>th</sup> June 2019