HRMS Project Coordinator

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Professional and Managerial Group

HRMS Project Coordinator

Human Resources

Temporary full-time from June 2022 to June 30, 2023
Hiring #: 2022-0348

Please read the Application Instructions [1] before applying

Human Resources has embarked on a multi-year journey to replace the aging HR management system with a new platform that reinforces HR as a strategic partner for University units. The current system acquired more than 30 years ago has served the University well from a transactional and process perspective. Replacement with a contemporized enterprise system that is user friendly and improved data management will have a broad impact from system end-users, to departmental and college administrators, to faculty and staff. It will mitigate regulatory, operational, and financial risk through greater systems reliability and security.

This position reports to the Manager, Process Optimization and Systems in Human Resources with dotted line reporting to the HRMS Project Manager. The incumbent is responsible for the following key activities:

- Providing administrative support to HRMS project leads including scheduling meeting and rooms; taking meeting minutes; update project tasks lists in various tools (Azure DevOps, Excel, or others as provided); create, update and distribute project documentation (plans, status reports, risks/issues registries, test cases, etc.) as required by the project team;
- Coordinating process discovery and process review sessions; scribe requirements elicitation; validate new HR processes including end-user training materials & support documentation; coordinating and monitoring new process training sessions for feedback;
- Coordinating and executing processes test sessions including monitoring completion status and bug management;
- Documenting and maintaining an inventory of Information Sharing Agreements for all data transfers
- Responsible for the HRMS project website including updating, maintaining and working with various project experts on content development.

This position works closely with the HRMS project team, Human Resources, CCS Enterprise Applications, the CCS Project Management Office, external vendors/service providers, and HR field users across all departments within the University.

Requirements of the position include:

- Two-year community college diploma, coupled with 2 years work experience providing project coordination support, or a relevant combination of education and experience
- Understanding of University organizational structure, policies, and procedures.
- Knowledge of project management best practices (PMI or other)
- Knowledge of Microsoft Office suite (Excel, Word) and communication tools, Windows
- Experience with Drupal Content Management System would be a strong asset
- Ability to learn new software tools with minimal guidance
- Excellent communication, interpersonal, assertiveness, problem solving, organizational and proven stress management skills; ability to work independently; proven ability to work cooperatively within a team environment; effectiveness in dealing with multiple clients, demands and tasks; excellent attention-to-detail
and accuracy skills; excellent time management skills

- Open to learning, exercise good judgement and have a high degree of flexibility
- High level of diplomacy, sensitivity, and confidentiality.

Classification P01

Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 05 16
Closing Date: 2022 05 30

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply