

Job  
description

# HR Recruitment Subject Matter Expert (SME)

Mar 2025

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| <b>Directorate:</b>             | Human Resources   |
| <b>Pay grade / staff group:</b> | Professional Services 03<br>£48,925 - £59,225                 |
| <b>Hours / duration:</b>        | Full time Monday to Friday<br>Fixed Term Contract (18 months) |
| <b>Reports to:</b>              | HR ERP Implementation Lead                                    |

Our mission is to make the  
discoveries that defeat  
cancer.

## Context

The ICR is one of the world's leading cancer research organisations, with a mission to make the discoveries that defeat cancer. To support delivery of an ambitious new strategy, the ICR has begun a programme of transformation to achieve our vision for an excellent and sustainable organisation, that is ready to meet the challenges of the future. Stratus will be one of three key programmes (alongside growing our income and developing our estate) through which we deliver an excellent and sustainable organisation.

Stratus support the organisation to adopt simple, standard and modern processes in our everyday operations, underpinned by a cloud-based Enterprise Resource Planning software-as-a-service (SaaS) solution.

The Stratus Programme has three key workstreams, Finance, HR and Research Management, each with an ERP Implementation Lead to support the Stratus Programme deliverables for their specialist function.

A central Programme team will include the Programme Director, Programme Management and Change Management support roles.

## Main purpose of the job

The HR Recruitment SME will support the HR ERP Implementation Lead in co-ordinating and driving the development, design, testing and delivery of the Recruitment activities in the system, to support the successful implementation of a new Enterprise Resource Planning (ERP) system.

The core of this role on the Stratus programme is to ensure that the Recruitment process design is fit-for-purpose, adheres to design principles and has been tested successfully.

Working collaboratively with the HR, Finance, Research Management, Digital Services and Stratus Programme teams to ensure that all Recruitment-related processes are aligned with the ERP system's requirements.

Working collaboratively with third parties, including implementation partners.

This role involves supporting colleagues during a period of major change. Supporting the transition and assisting the HR ERP Implementation Lead to ensure the relevant training, communication, employee data migration, and compliance requirements are fully met.

The role will be a key person for the Recruitment function and will ensure that operational teams are up to date on workstream progress.

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## Duties and responsibilities

### Key duties

Lead the design, testing and delivery of the end-to-end Oracle Recruitment Cloud solution across the lifecycle of the project.

Participate in all workshops and meetings in relation to the Recruitment function, providing specialist SME input into the recruitment design process.

Drive the design, testing, documentation and build of core Recruitment processes that are efficient and effective, comply with core operational and statutory requirements, and align with the programme design principles. Escalate any inconsistencies with design principles to the HR ERP Implementation Lead.

Working with colleagues in the Stratus team & HR, undertake the gathering of Recruitment data, process, system and reporting requirements.

Ensure Recruitment reports and letters are fit for purpose and documented correctly into the master HR reports catalogue.

Ensure Recruitment notifications are fit for purpose and documented correctly into the master HR notifications list.

Ensure Recruitment approvals and delegations are fit for purpose and documented correctly into the master HR approvals and delegations lists.

Ensure Recruitment security roles are fit for purpose and documented correctly.

Develop a testing plan, testing scripts and conduct user acceptance testing of the Recruitment solution. Document all test evidence prior to deployment to Production.

Alongside the HR ERP Implementation Lead, be a visible 'go to person' on behalf of the Recruitment solution.

Help to develop and deliver effective training on and SOP documentation of new Recruitment processes and ERP functionality, including the provision of guidance and manuals and communications to the business.

Build and maintain relationships with the implementation partners, colleagues and stakeholders across ICR.

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## Key Deliverables

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| Final Recruitment business process map.   |
| User Acceptance Testing documentation and evidence for 'pass' test cases.                     |
| Recruitment reports and letters documented in HR reports catalogue.                           |
| Recruitment notifications documented in HR notifications list.                                |
| Recruitment approvals and delegations documented in HR approvals and delegations lists.       |
| Recruitment security roles documented.  |
| Recruitment SOPs, system/process user guide documentation and training materials as required. |

## General

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| All staff must ensure that they familiarise themselves with, and adhere to, any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations. |
| Any other duties that are consistent with the nature and grade of the post that may be required.  |
| To work in accordance with the ICR's Values.  |
| To promote a safe, healthy, and fair environment for people to work, where bullying and harassment will not be tolerated.   |
| This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.   |

## Person specification

### Education and Knowledge

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| Educated to degree level in relevant field or equivalent relevant knowledge and experience      | Essential |
| HR/Recruitment/Talent Acquisition qualification or equivalent relevant knowledge and experience | Essential |
| HR technology and systems qualification or equivalent relevant knowledge and experience         | Essential |
| HR recruitment analytics qualification or equivalent relevant knowledge and experience          | Essential |
| Oracle Recruitment Cloud module experience / certification                                      | Desirable |

### Skills

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| Strong understanding of HR Recruitment processes and systems              | Essential |
| Excellent communication and interpersonal skills; problem solver          | Essential |
| Ability to work effectively in a fast-paced, project-oriented environment | Essential |

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| Knowledge of data governance and compliance requirements is beneficial | Essential |
| Ability to deliver against design principles                           | Essential |
| HR business process mapping and optimisation                           | Desirable |

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## About our organisation

The Institute of Cancer Research, London, is one of the world's most influential cancer research institutions, with an outstanding track record of achievement dating back more than 100 years. Our mission is to make the discoveries that defeat cancer.

As well as being one of the UK's leading higher education institutions in research quality and impact, the ICR is consistently ranked as one of the world's most successful for industry collaboration. As a member institution of the University of London, we also provide postgraduate higher education of international distinction.

We are also a charity and rely on the support of partner organisations, funders, donors, and the general public.

[Read more](#) to find out more about our history, culture, and achievements, and how our funders, supporters and partnerships help drive forward our work.

## Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team – as 'One ICR'.



***Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer.***

*They summarise our desired behaviours, attitudes, and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones."*

**Professor Kristian Helin**  
Chief Executive

