

Job  
description

# HR Data & Information Management Subject Matter Expert (SME)

February 2025

<b>Directorate:</b>	Human Resources
<b>Pay grade / staff group:</b>	Professional Services 02 £61,275 - £74,175
<b>Hours / duration:</b>	Full time Monday to Friday Fixed Term Contract (18 months)
<b>Reports to:</b>	ERP Implementation Lead - HR

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 Data & Information Management SME will support the ERP Implementation Lead for HR in co-ordinating and driving the development, design and delivery of the HR data and information management activities, to support the successful implementation of a new Enterprise Resource Planning (ERP) system.

The core of this role is to ensure that the base enterprise and HR organisation structures, data, processes, reporting and information flow designs are fit-for-purpose, adhere to design principles and are agreed to and approved by key HR stakeholders. And that HR data integrity (accurate, complete, valid, consistent HR data) is maintained at migration and go-live.

Working collaboratively with all the HR disciplines and functions – Recruitment and Onboarding, Employee Life Cycle and HR Operations, Payroll, Pensions and Benefits, and Learning and Development, plus the wider teams and directorates - Finance, Research Management, Digital Services and Stratus Programme teams - to ensure that all HR data and information management related processes are complete, accurate and aligned with requirements.

The SME will utilise their deep understanding of HR data, processes and systems to ensure:

- the ICR enterprise and all related HR data setup, and information workflow design and build are optimum
- HR data interdependencies are documented and factored into design and build
- accurate and efficient migration of HR data to the new ERP platform
- delivery of standard reporting suite and KPI analytics for the HR team and upward reporting.

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 HR 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 and delivery of the end-to-end HR data and information management model across the lifecycle of the project and produce the Configuration Workbook and/or Global Data Dictionary/Mapping document in collaboration with the implementation partner and Stratus Information Governance teams.

Drive the design, documentation and build of the core foundational HR structures and processes within the system that are efficient and effective, comply with core operational and statutory requirements, and align with the programme design principles. Escalate to ERP Implementation Lead – HR any clashes with design principles. Agree final design with heads of respective disciplines and get approval from them.

Working with colleagues in the Stratus team, HR colleagues and key stakeholders, undertake the gathering of HR data, reports and information management requirements.

Work with the implementation partner to design and document all HR data and security roles and their definitions in the ERP system. Agree final design with heads of respective disciplines, Senior HR Change Lead and CPO and get approval from them.

Gather HR statutory, compliance, strategic and operational reporting and HR KPI requirements. Develop a master tracker or catalogue for Reports and Letters, with standard report naming conventions, definitions, data fields and any formulas used. Agree final list with heads of respective disciplines and key HR stakeholders (Senior HR Change Lead and CPO for HR KPIs) and get their approval for build.

Ensure the final HR process maps developed by the Business Analysts are correct and clearly indicate stages at which documents, letters, reports or notifications are produced. Estimate the tangible improvements (cost & time savings) and intangible benefits when compared to old HR processes. Produce a tracker for the process maps. Agree final process maps with heads of respective disciplines and get their approval for build.

Develop and document a data migration plan. Monitor HR data quality and ensure HR data integrity on migration to Production.

Develop and document an HR Approvals hierarchy and Delegations schema. Agree final list with heads of respective disciplines and key HR stakeholders and get their approval for build.

Develop and document a Notifications list. Agree final list with heads of respective disciplines and key HR stakeholders and get their approval for build.

Ensure HR Data and Documents retention and purge requirements for the system are documented and designed correctly. Agree process with heads of respective disciplines and key HR stakeholders and get their approval for build.

Work with Training Lead to ensure all HR system process maps, training materials (videos and user guides), reports catalogue, approvals and notifications lists, and FAQs are uploaded to a dedicated site.

Participate in all workshops and meetings, ensure stakeholder engagement in the design process.

Develop testing scripts as required and co-ordinate testing by colleagues, stakeholder representatives and

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in collaborating/ customer business units, again adopting an approach that supports agile implementation. Document test evidence and approval by heads of respective disciplines and key HR stakeholders for deployment to Production.

Help to develop and deliver effective training on and documentation of new HR 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.

## Key Deliverables

Configuration Workbook.
HR Data and Security Roles documented. Approved by key HR stakeholders.
HR Reports Catalogue. Approved by key HR stakeholders.
Final HR process maps tracker (ensure the process maps for HR business processes is documented by the Business Analysts). Approved by key HR stakeholders.
Estimated benefits per new HR process.
HR Data Migration plan.
HR Approvals and Delegations list. Approved by key HR stakeholders.
HR Notifications list. Approved by key HR stakeholders.
HR Data and Documents retention/purge process. Approved by key HR stakeholders.
Testing documentation and evidence for 'pass' test cases. Approved by key HR stakeholders.
Storage of all final HR process maps, SOPs, training materials, reports catalogue, approvals and notifications lists, and FAQs on a dedicated site for HR.

## General

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

Educated to degree level or equivalent knowledge and experience.	Essential
HR qualification or equivalent knowledge and experience.	Essential
HR analytics, technology and systems qualification or	Essential

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equivalent experience.	
Oracle HCM Cloud module experience / certification	Desirable

## Skills

Strong understanding of HR processes and systems.	Essential
HR data analytics.	Essential
Excellent communication and interpersonal skills; problem solver.	Essential
Ability to work effectively in a fast-paced, project-oriented environment.	Essential
Knowledge of data governance and compliance requirements.	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

