

Lead HR Systems Analyst – London

Introduction

Sumitomo Corporation Europe Ltd is a subsidiary of Sumitomo Corporation, a world leader in integrated trading and investment. We have access to a global network of more than 75,000 people across 66 countries. We take great pride in our technical know-how and operational ability, which is combined with a drive to keep customer service at the heart of what we do. To achieve this, we recruit high calibre individuals, we invest in their training, and give them accountability and responsibility as soon as they are ready. Find out more: www.sumitomocorp.com/en/jp/about.

Role

This role will lead the Human Resources Information System development and support (Success Factors) in the following areas: Platform, Employee Central, Compensation, LMS, Succession Planning, Recruitment, Time Management, Performance Management, Goal Objective Setting, Reporting and Career Development. This role will serve as the technical point of contact for assigned functional areas and will ensure data integrity, testing of system changes, and report writing within the HR system-of-record, SuccessFactors. The Lead HR Systems Analyst will work in the People Department reporting to the Department General Manager.

This role is a mixture of data management, systems support and reporting to gather requirements, lead configuration, sell the SuccessFactors projects and enhancements to key stakeholders and users, build consensus and deliver timely and on budget solutions. This role will manage the licenses and contract, support and implementation relationships with suppliers to ensure seamless operation.

This role will report into the Department General Manager of the People Department.

Scope

- Manage and support all the SuccessFactors current modules. In particular Employee Central, Time Off, Timesheets, Performance and Goals, Compensation, Learning, Succession and Platform modules and future modules, for all users in UK and other People administrators in their geographical areas
- Be the point of contact in supporting the European People Administrators with any SuccessFactors related activities. This includes data input, configuration, troubleshooting, report building and maintenance
- Be the point of contact for supporting and assisting the Expatriate Administrators to maintain the Expatriate employee data in the system
- Configure, change requests and custom fields in SuccessFactors and continuously review and update data to support the People Department
- Manage the SuccessFactors related activities that optimise all of the cyclical Talent Management processes. This includes but not restricted to managing any planning, preparation, testing, configuration and activation in the system
- Provide sufficient training for all new user/administrators in the UK and support People coordinators to train their new users. Keep all training material up to date
- Project manage the implementation of the new SuccessFactors modules for Europe. This includes, Recruitment, Career development, Job Profile Builder and SuccessFactors Timesheets modules and any additional modules not yet decided

- Responsible for the all project stages within the implementation of the new SuccessFactors modules including the training, communications, document generation, testing and configuration
- Assist as an SME in the implementation and launch of all the SuccessFactors modules across the MENA region
- Ensure all reporting needs across EMEA regions are delivered in a timely manner
- Manage all SuccessFactors bi-annual system upgrades, identifying changes and promoting system enhancements
- Understand all HR Systems and infrastructure to ensure data management is secure and complies with Sumitomo's data protection policies including GDPR
- Support Document management solution to meet the department requirements
- Ensure that the MENA SuccessFactors system aligns with the HR strategy across other regions in Sumitomo that also use SuccessFactors
- Ensure all workbooks are up-to-date.

Qualifications/Skills/Personal Qualities/Experience

- Degree level (Human Resources Information Systems, Business Management), desirable
- Certification in any relevant modules and especially Employee Central through SAP SuccessFactors, desirable
- Hands on experience working on SuccessFactors – maintenance/support/development
- SAP SuccessFactors system administration and implementation experience in related modules
- Ability to prioritise and manage multiple requests and respond within appropriate timeframe
- Experience providing in-depth, presentable data reports and analytics
- Proficient in Microsoft Excel, Word and PowerPoint
- Excellent problem solving and troubleshooting skills
- Able to communicate with all levels across the organisation
- Self-starter, comfortable with ambiguity and enthusiastic
- Expected to deal with confidential employee data
- Ability to work as both an individual contributor and collaboratively as a team member
- Supervision of SuccessFactors Analyst(s)
- Experience of training users and administrators to use system optimally
- Familiar with project management principles and experience in working as part of a wider team to deliver projects

What We Offer

Company benefits include group pension scheme, private health insurance and free leisure centre/gym membership to name but a few.

To Apply

Please complete the Candidate Application Form (found on the vacancies page www.sumitomocorp.com/en/europe/sceu/career/current-vacancies) and send the form along with your CV to recruitment.sceu@sumitomocorp.com.