

# We're **recruiting**

## Join The du TEAM





# HR System Implementation Lead

**Location:** DLL HQ, Trem Y Dyffryn, Denbigh

**Salary Grade:** 11 £45,718

**Hours:** Full time, 37 hours per week

**Contract:** Maternity Cover - Fixed Term 9-12 Months

**Closing Date:** 18th July, 2025

## How to apply:

To apply, please send your CV to [People@denbighshireleisure.co.uk](mailto:People@denbighshireleisure.co.uk). For alternative methods of applying please contact the Our People Team on 01824 706724.

We will shortlist for interview once the vacancy has closed, and if you have been selected for interview, you will receive an email with the details. Please ensure you check your junk/spam folders.

*\*Mae'r dogfen hon hefyd ar gael yn y Gymraeg / This document is also available in Welsh\**



## About Us

Denbighshire Leisure Ltd. is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

The Denbighshire Leisure team are a well-established, passionate and driven team, with a culture of high performance and excellent customer service. Our past successes have led us to where we are today, with an excellent reputation in all our facilities, and a hard working team who thrive on the customer having the best experiences possible.

We expect our staff to be committed to;

- Providing an excellent standard of service at all times
- Their own self development and the development of our business
- Working flexibly across sites where needed
- Supporting team working, supporting their colleagues and our customers

Our workforce is of utmost importance to us and we are committed to supporting staff to achieve a positive work-life balance. All employees of Denbighshire Leisure Ltd. are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, generous annual leave allowances (with the opportunity to purchase more) and support for applications for career breaks and secondments.

## Our Values



**Ambition & Growth**



**Trust & Integrity**



**Excellence & Resilience**



**Pride & Passion**



# Job Description

Job Title: HR System Implementation Lead

Grade: 11 £45,718

Company: Denbighshire Leisure Ltd

Service Area: Governance & Business Support

Responsible to: Head of Governance

## Job Purpose:

To support the Head of Governance in leading organisational change projects, and specifically leading on the implementation of a new HR and Payroll solution for the company.

The post holder will lead on implementation of this new solution, ensuring a system is delivered that streamlines and automates current operations, both from a back-office point of view, and an employee point of view. They will act as the conduit with key project stakeholders – both internal and external to DLL, ensuring the project is delivered on time and to the required specification.

The post holder will have a strong background in project management, with proven experience of delivering successful transformational system projects.

As a key part of the company's Governance & Business Support you will work closely with key project stakeholders to manage and develop the implementation of the new HR and Payroll platform. You will build an understanding of the requirements that the company wants from the new platform, and ensure the platform is configured and developed to achieve these aims.

## Principal Accountabilities and Responsibilities

- To support the business through a significant period of change. This will include, but not be limited to, the new HR and Payroll solution, and migration from current providers of these associated platforms.
- To develop and ultimately oversee a detailed project plan for the implementation of a new HR and Payroll solution, identifying key milestones, timelines, and risks as part of the project.
- Implement key processes to ensure accuracy of data, working closely with the current HR and Payroll providers, alongside other key project personnel.
- Oversee data migration from legacy HR, Payroll and people related systems – to ensure a high degree of data accuracy and integrity as part of the project.
- To provide leadership, structure and direction to Project Team members – including members of Senior Management.



- To provide project update reports to key project stakeholders and implement feedback at each stage.
- To provide training and mentorship where required for project management practices.
- To provide training and support to colleagues on new systems and processes arising from the implementation.
- Working closely with Executive Management, People and Finance functions within the company, along with current ICT, HR and Payroll providers, and other business departments to gather system requirements, ensuring the new platform aligns with the company's needs.
- Ensuring automation is at the forefront of the development of the system – and utilising the new system to its fullest, ensuring processes and relevant reporting are developed as part of the project plan.
- Developing comprehensive project plans for the implementation of the new system, defining key milestones, timelines, resources, and risk mitigation strategies.
- Prepare timely and detailed reports on project timelines and milestones on a regular basis as required by the Head of Governance, Executive team and Senior Managers.
- Aligning with the Finance and People teams on data cleansing and data extraction ready for data migration.
- Overseeing data migration from legacy systems into the new platform, ensuring accuracy and data integrity throughout the process.
- Leading and developing staff as part of the project.
- Managing system testing phases, including user acceptance testing (UAT), to ensure the new platform meets business and technical requirements.
- Troubleshooting any issues that arise during testing or post-implementation and working with the system provider to resolve them.
- To develop policies, processes and procedures in line with the development of the system.

From time to time the role may be required to deputise and the Head of Governance, to include but not be limited to:

- To play a leading role in the project management of the company's upcoming business transformation projects, including producing detailed project plans and delivering update reports to key stakeholders.
- Contributing to the overall development and implementation of the Company's governance arrangements, and specifically those that are focused on the new HR and Payroll platform.
- Establish and maintain a high level of credibility and manage strong working relationships with external parties including key external stakeholders and suppliers.
- Any reasonable task requested through the company's Executive Management team.



## Supervision/Management of People

- The postholder will supervise four members of the project team as part of the implementation of the project.
- In the absence of the Head of Governance, the post holder will be required to work autonomously at a strategic level, be able to provide updates, advice and challenge to key project stakeholders across a range of areas.
- The post holder will provide clear advice and guidance to the project team on areas of their expertise.
- The post holder will be required to provide training and mentorship where required for project management practices and new processes arising from system implementation.

## Qualifications Experience & Knowledge:

- Proven track record in successful HR systems management and project delivery.
- Strong experience in HR systems deployment and process improvement.
- The post holder must have the ability to effectively manage and delivery a project on budget within a set timeframe, to ultimately deliver on the Company's objectives.
- Demonstrate a high degree of communication and interpersonal skills, as the ability to build relationships with key project stakeholders, and make appropriate recommendations on key business priorities, is essential.
- The post holder must have the confidence to communicate and challenge stakeholders at all levels within the organisation including presenting information via an appropriate method.
- Experience of working with and developing systems to support day-to-day business management.
- Ability to use and apply relevant ICT commensurate with the nature and demands of the post.

## Special Working Conditions

- The post holder must have the ability to travel across Denbighshire for which an allowance is payable but subject to review.
- Although this post is 37 hours per week, a flexible approach to core working hours is required. The post holder will be expected to work the hours the job demands.
- The post holder will be required to work to compressed timescales and within defined budgets.
- The post holder will be required to complete tasks autonomously and have a proven ability to work off their own initiative.
- The ability to prioritise work, deal with conflicting priorities and meet deadlines is essential to this post.



# Person Specification

**Post title: HR System Implementation Lead**

## Essential Criteria

- Minimum of three years' experience working in a project management related role.
- Evidence of project monitoring - including delivering regular project updates, addressing concerns, and management expectations of stakeholders.
- Proficient in systems configuration and alignment of this configuration with business processes.
- Evidence of accurate system to system data migration.
- Managing system testing, including user acceptance testing (UAT) to ensure the system meets the key business needs.
- Exposure to wide scale organisational change projects.
- Demonstrable effectiveness in managing project objectives and delivering successful business solutions.
- Excellent organisational skills with the ability prioritise.
- Strong administrative and IT skills – in particular experience of using Microsoft Excel, with advanced Excel skills.
- Excellent written and verbal communication skills.
- Has excellent attention to detail, with a high degree of accuracy.
- Highly motivated and capable of working as part of a team/on own initiative.
- Ability to work to instruction and within clear guidelines, with the ability to problem solve.
- Empathy with the Welsh Language and Culture.
- Experience of working with and implementing new systems.





# Person Specification

Post title: Business Support Manager - Our People

## Desirable Criteria

- Evidence of continued professional development.
- Project Management certification.
- Experience of using Project Management software and tools.
- Experience and knowledge of general HR and Payroll processes, including recruitment, payroll and compliance.
- Recent training and development in ICT and/or systems – ideally within a project management environment.
- Ability to communicate through the medium of Welsh.





## Employment Checks/Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; two satisfactory references covering three years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

## Safeguarding Statement

DLL recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all DLL employees are required to work in accordance with the Company's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Company can take prompt action when exploitation is identified.

## Vision/ Context

Denbighshire Leisure Ltd has been transformed over the past decade and is now renowned for delivering high standards of provision right across the County of Denbighshire; offering a new, unique, affordable, and a commercially sustainable Leisure offers; whilst making a significant contribution to improving the health of our residents and delivering Economic prosperity. This has been possible because of a highly motivated workforce, with a great culture who work to strong values.

The post holder will be expected to display and promote our company core values:

- We will stand by our principles of integrity and honesty.
- We will be trusted by our staff to always do what is right as their employer, and make them proud.
- We will never accept the status quo. We will work harder, become stronger and continue to deliver the highest quality of service to our customers.

Denbighshire Leisure Ltd has three important, but distinct pillars, which informs and influences the way we work and why the Company was created. The Company is recognised for the valuable contribution it makes to our communities, how it works with its partners and other businesses, and more importantly how the Company looks after and develops its workforce – the Company very much believes in a 'one team - one bank' account philosophy.



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**Trust & Integrity**



**Excellence & Resilience**



**Pride & Passion**





# THANK YOU FOR YOUR INTEREST

For more information please contact Andy Moreland, Head of Governance, on 01824 706724, or [andy.moreland@denbighshireleisure.co.uk](mailto:andy.moreland@denbighshireleisure.co.uk)



[www.denbighshireleisure.co.uk](http://www.denbighshireleisure.co.uk)



DLLCommunities



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