Halifax Regional School Board

SAP CONSULTANT
Human Resource Services

Title

SAP Consultant – Human Resource Services

Scope of Responsibilities

The SAP Consultant, Human Resource Services is responsible for troubleshooting, providing functional expertise, guidance, presentation and instruction/training on SAP HR functionality. The SAP Consultant will work with end users to investigate, analyze and solve SAP HR problems; work with management to support SAP related initiatives and act as the primary contact for the SAP Core Competency Centre on matters relating to SAP functionality. Consistent with Department of Education and Halifax Regional School Board policies, the SAP Consultant will work within an accountability framework to ensure clients receive the service levels that respond to the needs of the system. Working collaboratively within the Department, the SAP Consultant will demonstrate a strong commitment to the planning for improvement process in support of student learning and reports directly to the Coordinator, Human Resource Services.

Competencies Required

The SAP Consultant shall have the following competencies:

(a) The ability to analyze SAP database-related needs in a human resources environment and to recommend effective courses of action to address identified issues;

(b) The ability to apply a thorough knowledge and understanding of database-related software and an interest in emerging trends and technologies;

(c) The ability to analyze and document business requirements and a demonstrated competency in the implementation of effective business practices;

(d) The ability to effectively analyze and manipulate large volumes of data;

(e) A demonstrated ability for planning and time management with strong organizational skills;

(f) The ability to apply effective oral and written communication skills to support a commitment to client services;

(g) The ability to apply effective presentation techniques for training and development;

(h) The ability to work effectively within a team environment;

(i) The ability to work and communicate effectively within the Halifax Regional School Board, with schools, staff, students, parents, community members and external groups such as government agencies;

(j) The ability to maintain, in strictest confidence, information received concerning confidential matters such as labour relations between the Board and its unions, grievances, contract interpretation, contract negotiations, arbitrations, legal issues, staffing & recruiting, performance management, progressive discipline and any other information deemed to be of a confidentially nature;

(k) The ability to apply knowledge, experience, commitment in the areas of race relations, cross-cultural understanding, human rights and diversity;

(l) The desire and the ability to engage in continuing education and professional development.

Qualifications

(a) Completion of a bachelor degree in computer science/information technology, or demonstrated equivalency in education, training and experience;

(b) Minimum two (2) years experience/training in SAP HR modules;

(c) Minimum two (2) years working in an HR/Payroll environment;

(d) Certification in SAP HR/Payroll module considered an asset.

Specific Job Components

The SAP Consultant shall perform those tasks assigned by the Coordinator, Human Resource Services. These tasks may vary from time to time with the evolution of the organization and may include, but not be limited to, the following:

(a) Log remedy tickets to the SAP Core Competency Centre (CCC) on behalf of the Human Resources Department;

(b) Log tickets for configuration changes to the CCC for action; (i.e. new work schedules, collective agreement rate changes, etc):

(c) Work with HRA Team Lead & Payroll Manager to coordinate the corrections required in the system as a result of the daily error reports in the spool files;

(d) Monitor status of all remedy tickets and follow up accordingly;

(e) Perform testing in the system as requested by the CCC or coordinate testing of the system with other end users where appropriate (i.e. benefits, payroll and finance);

(f) Coordinate and/or complete all change requests which are outside the scope of the current SAP HR/Payroll System;

(g) Approve transport requests on a daily basis;

(h) Advise appropriate staff when new configuration and/or fixes have been transported to the production client of SAP;

(i) Provide input on change requests from other Boards to prevent negative impact on the current HRSB configuration within SAP HR/Payroll;

(j) Work with the HR Department Staff to develop and document business processes to improve and enhance best practices and functionality;

(k) Train all new SAP HR end users in SAP functionality in accordance with their roles/responsibilities and provide additional training and/or coaching where required;

(l) Arrange and track approvals for new or updated security access to SAP HR;

(m) Participate as an active member of the HRSB SAP HR/Payroll Committee;

(n) Participate as an active member of the Provincial SAP HR/Payroll Users Group;

(o) Assist Human Resources end users with troubleshooting system errors on a daily basis;

(p) Participate in new initiatives led by the CCC;

(q) Provide advice and guidance to HRSB management with respect to any new initiatives relating to SAP;

(r) Other duties as required.

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Director, Human Resource Services   Date