



HR Systems Specialist, Human Resources - 1 position	Posting #: 54558
Human Resources	Posting Date: May 07, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: May 20, 2025
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$47.59 - \$56.00 /hour

****REPOSTED****

Working as a member of the Human Resources team, the Systems Specialist, HR provides key leadership in the integration and enhancement of technology to support the Human Resources (HR) vision and strategic goals. The incumbent will be a driver or innovation, creativity and change using technology to shape and transform work within the HR team and the clients we support.

As an HR technology functional lead, the incumbent will be responsible for upgrading, implementing and maintaining a variety of HR systems some of which may include core HR, learning management, payroll and time and attendance systems, applicant tracking, etc.

Responsibilities include:

- Supporting configuration of new and existing modules within existing HR technology through research, design, analysis, planning, testing and go-live;
- Developing and maintaining system documentation to reflect any new system upgrade or process re-engineering
- Developing and leading User Acceptance Testing (UAT) for system enhancements, new software implementations and upgrades inclusive of developing test strategies, test cases, the review of findings and troubleshooting issues for resolution
- Liaising with the Information Technology Services team to troubleshoot and resolve system issues in a timely manner
- Leading quality improvement initiatives using technology with HR subject matter experts inclusive of leading business process redesign projects that further automate our work and may leverage existing or new technology. Consider and evaluate options against business requirements and make recommendations to management that improve existing business and system processes
- Using leading practice change management principles to support implementation and communication of new business processes and workflows for stakeholders
- Staying abreast of emerging HR technology trends and needs through research and networking
- Supporting end users with the identification of data elements and logic required to develop operational report specifications
- Partnering with the broader HR portfolio to develop and execute training for end users, including training manuals, procedures, job aids, guidelines and documentation.
- Providing day to day guidance and coaching to peers and system analysts

Essential Qualifications

- Graduate of a recognized Computer Science or Business degree program with 3-5 years related and relevant experience, or equivalent combination of education and experience
- Experience in implementation of Human Resources software applications
- Experience in the analysis, design, development and implementation of new software installations and upgrades
- Solid experience gathering and documenting business requirements, performing data analysis and translating business requirements into functional system requirements.
- Strong understanding and technical competence in a broad range of project development and management methodologies
- Proven experience leading business process redesign, champion of change with experience assisting others to adopt new and innovative approaches
- Strong facilitation, planning and leadership skills to gather requirements, manage timelines and resolve project and system

issues

- Strong oral and written communications skills
- Excellent interpersonal skills to work effectively with others and manage project deliverables
- Proficiency in Microsoft Office
- Experience in the design, development and delivery of training programs and packages
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*