

HRIS Project Manager (12 months FTC)

Reporting to: *Global Head of HR*
Department: *Human Resources*
Location: *London*
Contract: *Contractor or Fixed-Term Contract*

We don't just collect data, we connect data. YouGov is an international data and analytics group with the ambition to become a unique part of the global internet infrastructure - like Google for search, Facebook for social, Amazon for retail, we want it to be YouGov for opinion. Our value chain is a virtuous circle consisting of a highly engaged online panel, innovative data collection methods and powerful analytics technology. From the beginning we had one simple idea: the more people are able to participate in the decisions made by the institutions that serve them, the better those decisions will be. We are a global online community for millions of people, and thousands of organisations, to engage in a continuous conversation about their beliefs, behaviours and brands, and provide a more accurate portrait of what the world thinks.

We are searching for a Project Manager to specifically support on the management and implementation of our global HR Information System (HRIS) – Sage People. The Project Manager will collaborate with Group HR, IT, Finance and other internal departments to implement and maintain appropriate HRIS infrastructure / HR systems. This is an exciting and challenging opportunity to be a part of a global project.

What will I be doing day to day?

- Project managing the implementation of the Sage People HRIS to c900 employees across 22 countries
- Provide crucial project management for the HRIS implementation including activities around planning, delivery, change management, third-party supplier management and reporting to and working with all internal departments
- Compile various status reports which will be distributed to stakeholders as well as to produce management information to inform and influence decision making on the project to meet business needs
- Support on the HR training and communication to end-users
- Running test scripts / scenarios and undertaking User Acceptance Testing
- Support the configuration of packages HR solutions, working alongside the HRIS provider and implementation partners

What do I need to bring with me?

- Management and delivery of at least one successful implementation of Sage People
- Experience of HR operations and payroll processes across the UK, US, MENA and APAC regions
- Understanding of end-to-end project lifecycles
- Ability to interpret business requirements and work with the HRIS provider and implementation partners to support decision making
- Experience in running test scenarios and User Acceptance Testing

Small Print

Please note that this is not an exhaustive list, and we need you to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the business' needs. YouGov therefore reserves the right to vary your job description in consultation with you.



- Experience managing the delivery of the full project lifecycle, covering the overall planning, management, co-ordination and financial control of the project
- Ability to influence stakeholders
- Excellent attention to detail

Some additional information . . .

This is a full time contract position based at our London office in super-cool Old Street, although even the global nature of the role, the workplace is flexible.

Please check out our website to find out more about our work and client base; www.yougov.com, and if you'd like to know more about life at YouGov, have a look at our recruitment video; <https://yougov.co.uk/about/work-yougov/>.

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