

Group Kronos Standards Manager

The Group is committed to creating places of healing for their communities, focused on attracting the best expertise and dedicated to building a steadfast, devoted team.



Role Summary:

This position will report to the Group HR Manager and is a senior position supporting the Kronos Timekeeping and Scheduling application, peripheral processes as well as other HR applications including absenteeism and overtime management. The person filling this role will manage a team of Kronos Superusers and be the primary liaison to a number of HR constituent groups as well as Payroll. Responsibilities include system configuration, interface support, production support, implementations, upgrades and fixes, new development including systems enhancements and new modules, documenting current business processes and systems requirements, unit, system and parallel testing and project management.

Key Work Outputs and Accountabilities :

- Special Projects - Projects could include coordinating the resolution of a complex business issue or managing major broad-based initiatives.
- HR Governance and Risk management.
- Management, support and maintenance / necessary development of the Time and Attendance System (Kronos).
- Kronos end-user training and support. Development of reports and distribution of reports according to business requirements.
- Support Time and Attendance Kronos Stakeholders by providing insights into Time and Attendance workings.
- Maintain and updating standard operating procedures and policies.
- Audit time and attendance policies and procedures on an ongoing basis.
- Manage and provide support and coaching to direct and indirect reports.
- Ensure full compliance to statutory requirements, policies, procedures, best practice and professional standards.
- Effective teamwork, self-management and alignment with group values.
- Leading and managing the Time and Attendance team

Inherent Requirements:

- Must have a relevant bachelor's degree/ diploma.
- Must possess excellent communication skills both orally and written.
- Must possess a minimum of 6 years knowledge of the Kronos timekeeping and scheduling business processes, previous healthcare experience will be an advantage.
- Ability to carry out the position with high degree of customer service, communication, teamwork and timeliness.
- Must have experience managing individuals in a support or project environment.
- Must have experience managing human resource aspects of direct or indirect reports.
- Must be willing to contribute as a team player, sharing information accurately.
- Must be willing to travel provincially and abroad, work independently with minimum supervision and flexible in working hours.
- Must be able to see a project through from beginning to end, deliver complete and accurate documentation to support the project, and communicate project milestones and scope changes as they arise.

**If you are interested and wish to apply, kindly forward your CV to :
Bhavani.Jeena@lenmed.co.za**

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent. If your application is not successful, we retain your CV and other information provided for a period of 6 months after which it will be destroyed in a secure manner. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.

WORK PROFILE

Location:

Lenmed Head Office
Constantia Park, Roodepoort

Job Grade:

D2

Benefits:

Medical Aid & Pension

Date Posted:

18 November 2021

Closing Date for Applications:

26 November 2021

Lenmed is an Equal Opportunity Employer. The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Lenmed actively supports the recruitment of people with disabilities. In the event of any physical or psychological limitation that may impair an individual's ability to perform the job function, the employee must consult the employer for reasonable accommodation.

Should you not receive a response within three weeks after closing date, kindly consider your application unsuccessful.