UPMC Italy

is issuing a call for applications for the following position:

1 Human Resources Information System (HRIS) Specialist (Ref. HRIS/22)

UPMC (University of Pittsburgh Medical Center) is a world-renowned healthcare and research enterprise headquartered in Pittsburgh, Pennsylvania, U.S.A., inventing new models of patient-centered, cost-effective, accountable care.

With facilities in Campania, Lazio, Sicily, and Tuscany, UPMC Italy, the Italian division of UPMC, is a leader in patient care, biomedical research, telemedicine, IT development and consulting services in areas related to medicine and research. UPMC Italy is a dynamic and multicultural working environment integrated with dignity and respect. UPMC Italy provides opportunities for personal development, oriented towards continuous improvement and outstanding patient care.

UPMC is expanding and localizing its industry leading IT services and innovation, to support its growing global presence. Located in Ireland the UPMC's Global Technology Operations Centre (GTOC) is building leading edge infrastructure and services that will enable the next generation of healthcare delivery solutions for our patients globally. As an extension of UPMC's US-based operations, the GTOC team supports healthcare facilities in Ireland, Italy, and Asia. We want you to be part of our expanding team, where you can engage with clinical and business leaders, innovate new solutions, and realize first-hand how technology improves patient experience, paving the path for the future of healthcare.

Under the general direction of Applications Services Manager and the CIO UPMC Italy, the Human Resource Information System (HRIS) Specialist oversees the software management lifecycle for all enterprise and critical applications deployed across UPMC's international facilities. Primary responsibility for the on-going assessment, design, and development and implementation of the HRIS applications. Specifically, collect and transform large quantities of information into meaningful business requirements; develop and modify requirements documentation for the design and implementation of HRIS and other supporting systems. Critically evaluate information from various sources, distinguish user needs from actual business needs and partner with business users, project managers, consultants, and IT leadership in optimizing the scope, benefits, and risks of actual and proposed projects as well as assist in managing stakeholder expectations. Other job responsibilities are:

- Oversees and maintains the optimal function of the HRIS, which may include installation, customization, development, maintenance, and upgrade to applications, systems, and modules.
- Provides technical support, troubleshooting, and guidance to HRIS users.
- Serves as the lead representative and liaison between HR, information services, external vendors, and other stakeholders for HRIS design and implementation projects.
- Define external interfaces, constraints, quality issues and other non-functional requirements.
- Provide project management team with identified risks, concerns, and ambiguities discovered during the gathering of requirements; assist team in developing solutions.
- Plan, organize, facilitate, and lead meetings and workgroups as well as oversee and execute follow-up activities.
- Perform end user and application support functions including problem solving and resolution of application function defects. Provide systems and application training.
- In collaboration with technical team, facilitates direct end-user support escalations, incident response actions, and root cause analysis delivery upon resolution.
- Knowledge of GDPR, HR system implementation, and European HR system support required.
- Other duties as assigned.

The ideal candidate possesses the following requisites:
- University degree in a scientific, engineering, IT statistics and economic field.
- Experience in software life cycle management, or significant training in the support and maintenance of enterprise level applications.
- 3 years' experience implementing, supporting, and/or training with HRIS (Cornerstone, Oracle, Peoplesoft, Workday or other HRIS system)
- Familiarity with human resource policies and procedures to ensure the HRIS meets organizational needs and goals.
- Experience administering Cornerstone HCM Cloud application or other HR systems with expertise in one or more HR related subject areas preferred. Experience with configuration, security administration, reporting, workflow, and data integration desirable.
- Fluent in Italian and English, written and oral.

Other requisites: Proactivity, excellent listening skills and good stress management skills, problem solving skills and user support skills are also instrumental to the role.

The workplace is **Palermo**.

UPMC Italy reserves the right of discretion to the fullest extent permitted by law in assessing applicants and the eligibility of their applications.

Compliance with mandatory vaccination for the prevention of SARS-CoV-2 infection referred to in art. 4 and 4-ter of Decree 44/2021 (without prejudice to unenforceability of the vaccination obligation resulting from a confirmed risk for personal health due to specific, documented clinical conditions reported by the general practitioner, in compliance with the memorandum issued by the Italian Ministry of Health on exemptions from the vaccine against SARS-CoV-2 obligation, as provided for by art. 4, para. 2, Decree-law 44/2021) is required to take part in this selection.

Only applicants not excluded under the provisions articulated Legislative decree 165/2001, art. 53, para. 16-ter, and subsequent modifications and amendments (General Rules Governing the Work of Public Administrations), can participate in this selection.

After reading the privacy statement and, if necessary, authorizing the processing of their personal data (EU Regulation UE 2016/679), applicants of both sexes (Law 903/77) are requested to fill out the on-line application form available at http://selezioni.upmcitaly.it/?lang=en. When filling out the on-line application form, applicants will be requested to attach their **CV in English**.

All communications from UPMC Italy will be emailed to the address stated by the candidates upon submitting the application.

The company declines any responsibility for non-delivery of communications due incorrect e-mail addresses provided by applicants upon submitting their on-line applications.

The deadline to submit applications is **November, 8 2022.**

Only applications submitted on-line (http://selezioni.upmcitaly.it/?lang=en) with an attached CV will be taken into consideration.