

Job Title:	Senior Business Systems Engineer
Location:	Aberdeen HQ with travel to other locations as required.
Responsible To:	Business Systems Manager
Date:	August 2023

Purpose of Job:	<p>Working as a senior member of the Business Systems team, you will ensure a high level of Business Systems availability and stability, act as an ERP focal point and provide related 2<sup>nd</sup> / 3<sup>rd</sup> line support.</p> <p>As part of your role, you will: -</p> <ul style="list-style-type: none"> <li>• Diagnose and resolve Business Systems issues, providing solutions in line with associated controls and procedures, including developing these further as required.</li> <li>• Maintain key Business Systems by defining and applying relevant configuration, importing / exporting data, and delivering reports, including informing associated architecture and design.</li> <li>• Contribute to delivery of an ongoing ERP upgrade via configuration, testing and feedback reporting, user training and process documentation ensuring a smooth transition between systems.</li> <li>• Produce and maintain process documentation, use change control systems, and define and track issues to a high standard, being an exemplar of this within the team.</li> <li>• Be a point of seniority / escalation for 2 Business Systems Engineers.</li> <li>• Attend process locations and Hydrasun sites as required.</li> </ul> <p>This role requires a strong communicator capable of multi-tasking in respect of engaging with the organisation and Business Systems team to deliver and support key systems.</p>	
Key Areas of Responsibility:	<ul style="list-style-type: none"> <li>• Business Systems analysis and configuration including associated interfaces and reporting solutions.</li> <li>• Analysis, design, configuration, implementation, and maintenance of ERP and related solutions.</li> <li>• Point of seniority and escalation within the Business System team, particularly for ERP matters.</li> <li>• Identification of improvement opportunities and subsequent technical implementation.</li> <li>• Working with stakeholders to design and implement Business Systems, ensuring these meet business needs.</li> <li>• Document and maintain business process and technical details of Business Systems and ERP.</li> <li>• 2<sup>nd</sup> and 3<sup>rd</sup> line Business Systems and ERP support.</li> <li>• Contribution to Business Systems and ERP frequency-based activities including month-end processing.</li> <li>• To simplify and automate tasks through Business Systems and ERP solutions.</li> </ul>	
Interfaces (Internal/External):	Members of Hydrasun Group at all levels.	
Qualifications:	Essential	Desirable

	Degree in suitable IT discipline. Current UK Driving License.	
Experience Required:	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Demonstrable experience in a similar Business Systems role.</li> <li>• Analysis, configuration, integration, maintenance, and support of Business Systems and ERP.</li> <li>• Documentation of Business Systems and ERP process / solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Significant experience in a similar senior Business Systems role.</li> <li>• Manufacturing, distribution, and sales Business Systems.</li> <li>• ERP upgrade projects.</li> <li>• Microsoft technology environments.</li> <li>• Understanding of, and experience within project management areas, in the context of implementing and executing improvement.</li> </ul>
Skills/Training Competences:	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Business Systems and ERP analysis, process design, configuration, deployment, and integration.</li> <li>• 2<sup>nd</sup> / 3<sup>rd</sup> line Business Systems and ERP support.</li> <li>• Strong interpersonal, documentation, presentation, and communication skills.</li> <li>• Planning and time management.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with Syspro ERP System.</li> <li>• Microsoft SQL Server.</li> <li>• Excel, SSRS and Crystal Reports.</li> </ul>

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term, then this job description will be revised.