



Job: ERP Development Team Lead – Human Resources

Date of Issue	May 2025	CBU	UMPSA
Position No.	00014892	Job Family	1-Info Technology
Department	SITCES	FLSA	Exempt
Campus	University Services	Wage Grade	07

Primary Purpose of Position

The ERP Development Team Lead – Human Resources leads a group of Enterprise Resourcing Planning (ERP) developers who provide a wide array of ERP development services for all parts of the University of Maine System (UMS) ranging from narrowly focused solutions to highly critical and complex systems that support the University's business, goals, and mission. Responsibilities include creating and maintaining an environment of excellence and adopting processes, practices, and standards to ensure the best value for the University. The Team Lead will collaborate in the planning and scoping of projects large and small, planning and overseeing design, implementation, enhancement, maintenance, and integration work, and managing assignments and direction of staff.

Essential Duties

1. Oversee the assignment and direction of staff on ERP development work. Assure adequate and appropriate progress is being made on all assignments. Proactively take action to keep the team and the work on track.
2. Collaboratively plan, develop, and adopt best practices, tools, methodologies, and standards to ensure a reliable, predictable, and high-quality ERP development result. Maintain currency through periodic review and assessment.
3. Ensure the ERP development group follows project, service, and other processes as prescribed by UMS:IT governance.
4. Develop, or contribute to developing, business cases and project size, scope, milestones, and timeliness for projects and other enhancement requests
5. Monitor, track, and manage problems escalated to the Human Resources ERP development team for resolution. Ensure proper priority and attention are being applied to provide a timely resolution. Manage staff assignments and proactively adjust assignments as needed.
6. Communicate regularly with peers and colleagues in UMS:IT. Foster relationships and partnerships inside and outside UMS. Provide status updates to IT Leadership and functional groups as requested. Seek feedback and share it with the Human Resources ERP development team.
7. Lead, support, and participate in UMS:IT departmental and functional governance groups as requested.
8. Supervise professional staff. Hire, train, coach, evaluate, and develop staff members. Assign work responsibilities and organize teams. Assist staff in professional growth.

Job: ERP Development Team Lead – Human Resources

9. Assist in recommendations for acquiring platforms, systems, and development tools, and collaborate with senior leadership to develop competitive proposals for securing funding for projects and initiatives.

Nonessential Duties

Performs other duties as assigned.

Supervisory Responsibilities

Directly supervises the Human Resources ERP Development team, with approximately 3 to 6 direct and indirect reports. Administrative staff may be supervised indirectly. May also supervise student employees directly or indirectly.

Reporting Relationship

Reports to the Executive Director of ERP Services.

Knowledge, Skills, and Abilities

Required:

- Solid foundation in Computer Science, with strong competencies in data structures, algorithms, and ERP software design.
- Knowledge of software development principles, practices, and methodologies within the ERP realm.
- Knowledge of the principles and methods of the Software Development Life Cycle.
- Knowledge of the principles used in the design and development of information systems, including layered and distributed architecture models.
- Knowledge of software testing methods such as unit testing and regression analysis.
- Knowledge of major software security concerns.
- Ability to organize, lead, and inspire others toward producing results.
- Ability to organize work, assign and direct staff, set goals and priorities, and evaluate staff performance.
- Ability to identify problems and determine short and long-term resolutions.
- Ability to coordinate with others to monitor progress, accomplish goals, and evaluate outcomes.
- Ability to establish and maintain effective working relationships.

Preferred:

- Skilled in the use of ERP Software development tools such as IDE's debuggers, and code revision control software.

Competencies

- **Collaborative Leadership:** Generate and promote cooperation among peers and within teams to achieve collectively satisfactory outcomes. Fosters engaged participation to develop a unified vision and optimal results.



Job: ERP Development Team Lead – Human Resources

- **Problem-solving:** The ability to analyze a problem and its possible causes to arrive at effective resolutions. Distinguish between relevant and irrelevant information when making decisions. Provide solutions appropriately matched to problems.
- **Resilience:** Manages pressure effectively. Maintains focus and intensity while remaining optimistic, persistent, and forward-thinking in adverse conditions. Recovers quickly from setbacks and responds well to unanticipated situations.
- **Influencing and Negotiating:** Persuades others and gains their cooperation. Builds consensus through give and take. Seeks common ground and mutually beneficial relationships.

Qualifications

Required:

- Bachelor's degree in a technical field or the equivalent combination of education and experience.
- Five or more years of progressive experience in software design and development for complex, multi-user software systems.
- Demonstrated experience managing ERP developers.

Preferred:

- Experience in software development in a higher education or comparable environment.
- Experience in software development and support in a PeopleSoft environment.
- Experience in support, configuration, and security of Oracle Cloud HCM.
- Experience in developing integration software.

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: _____

Date: _____

Supervisor: _____

Date: _____