

## Job description

Job Title: HR Systems and People Data Analyst

Directorate: Finance and Corporate Services

Responsible to: HR Business Partner

Responsible for: N/A

## Job Purpose

Having recently implemented a new HR System (iTrent) this role will be pivotal in continuing to develop areas of the system to ensure we are utilising it in the best way possible to improve HR processes and the service we provide to the rest of the organisation. In addition, the role holder will be central to providing reporting and in-depth analysis on all aspects of our people data to support decision making across the organisation.

## Key Accountabilities

Accountability	%
<p>Be responsible for the day-to-day system maintenance, including:</p> <ul style="list-style-type: none"> <li>• Managing HR system user security and conducting regular audits to maintain the integrity of the data.</li> <li>• Ensuring the HR system adheres to GDPR requirements</li> <li>• Providing first and second line support for system issues, escalating to the system supplier as required and documenting the resolution of issues.</li> <li>• Providing advice, guidance and training to HR team and service users.</li> <li>• Managing relationships with software suppliers ensuring regular meetings, raising and monitoring of issues and holding them to account.</li> <li>• Producing and maintaining user guides for the HR systems users and initiating regular communications to end-users on system functionality.</li> <li>• Manage the establishment structure by creating / closing units and posts, administering restructures, maintaining work patterns and maintaining other related data, working closely with our finance team.</li> </ul>	25

<p>Lead on the development of the HR system including:</p> <ul style="list-style-type: none"> <li>• Managing regular and ad hoc upgrades, liaising with the system supplier, testing new fixes/applications and ensuring post upgrade activities are completed.</li> <li>• Leading on developing new modules working closely with users, testing developments and rolling out changes with HR and end users.</li> <li>• Managing user feedback and feeding that into a continuous action plan for system improvements.</li> <li>• Proactively analysing HR processes and service / business needs in order to develop technical solutions.</li> <li>• Work closely with colleagues in ICT and Finance to ensure that HR system development and usage dovetails with the overall Electoral Commission ICT strategy.</li> <li>• Introduce and maintain a minor works register via change control process, clarify and define requests and work with the team to implement changes.</li> <li>• Support the implementation and maintenance of any future people related systems such as Learning Management Systems</li> </ul>	30
<p>Provide in-house expertise in relation to reporting and analysis, in particular:</p> <ul style="list-style-type: none"> <li>• Support a move towards a data-led HR function through monitoring and highlighting trends and patterns in staff activity, especially around absence, employee relations issues, EDI and recruitment data.</li> <li>• Creating, reviewing and maintaining a suite of regular people data reports, and providing analysis and commentary highlighting trends for the Commission's Executive and Board</li> <li>• Analysing the business information needs of internal stakeholders and developing effective reports to meet those needs</li> <li>• Responding to ad hoc data requests from our stakeholders in support of various projects and organisational reporting requirements.</li> <li>•</li> </ul>	30
<p>HR project support:</p> <ul style="list-style-type: none"> <li>• Provide support to organisational development projects such as pay, reward, performance management, EDI initiatives and succession planning from a data and systems perspective.</li> <li>• Provide project management support by helping to develop and maintain project plans, provide highlight reports and drafting communications to staff.</li> </ul>	15

## Key Working Relationships

The post holder will work closely with colleagues within HR, Finance, IT, the Project Management Office and managers across the wider organisation, to identify and meet their needs for HR business intelligence. They will also need to put together evidence-based business cases for change as required and have the ability to influence both colleagues in the HR team, senior managers and users of the HR system and processes of the need for change. As part of this the post holder will need to build relationships with HR system users to ensure any changes meet their needs and become embedded.

#### Additional details

The post holder will need to work closely with HR colleagues to support the review of current processes ensuring that the systems are fully utilised and identifying areas for development. This will involve applying an advanced understanding of HR systems and how they can streamline the work of the team. The post holder will have overall responsibility for ensuring the integrity of the data held within the system which will be used to support organisational decision making. With clear goals the post holder will have autonomy to decide the best way of achieving them ensuring plans are documented and deadlines are met. The HR systems and the processes it supports are key to the organisation being able to meet its goals in terms of getting the right people in post and administering key activities such as payroll. The post holder will need to be mindful of this when rolling out any changes.

### Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable	How to assess?
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• CIPD qualified or part qualified</li> </ul>	<b>D</b>	<b>A</b>
	<ul style="list-style-type: none"> <li>• Experience of working within a HR function and therefore familiarity with HR processes</li> </ul>	<b>E</b>	<b>A &amp; I</b>
	<ul style="list-style-type: none"> <li>• An interest in being involved in a variety of HR topic areas</li> </ul>	<b>E</b>	<b>A&amp;I</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using a HR system as an advanced user</li> </ul>	<b>E</b>	<b>A &amp; I</b>
	<ul style="list-style-type: none"> <li>• Knowledge and experience of using iTrent system</li> </ul>	<b>D</b>	<b>A</b>

	<ul style="list-style-type: none"> <li>• Experience using built-in or bolt-on reporting software (such as Business Objects and PowerBI) to extract and analyse data.</li> </ul>	E	A & I
	<ul style="list-style-type: none"> <li>• Experience of data analysis techniques and of using Excel spread-sheets at an advanced level.</li> </ul>	E	A & T
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Sound understanding of the Data Protection Act and GDPR requirements in the context of an organisation's HR system and ability to apply them practically.</li> <li>• Immaculate attention to detail, strong analytical and problem solving ability</li> <li>• Strong organisational skills including the ability to juggle several different tasks and prioritise and organise workloads effectively</li> <li>• Familiarity with project methodology and reporting</li> <li>• Strong written and verbal communication skills to interact effectively with users and provide effective analysis of data trends.</li> <li>• Experience of working in an environment where close attention to detail and accuracy are critical</li> </ul>	E  E  E  D  E  E	A  I  I  A  I  A & T

A-application and CV      I-interview      T-test

Job Description and Person Specification last updated: 06 / 08 /2024 By: Jane Gordon