Job Title: HR Data & System Analyst	Role Profile Number: ENN13
Grade: N	**Date Prepared**: July 2021
Directorate/Group: Enabling Services – People, Culture and Organisational Resilience	**Reporting to:** HR Data & Systems Lead
Structure Chart attached:	No

Job Purpose

- To design and produce workforce data and statistics from the HR Information System (HRIS) to meet organisational and statutory requirements.
- To produce data sets, analyse and interpret complex data from a variety of sources. To contribute to the narrative and trends in people related data to ensure that the work of the Council delivers the Council's vision and priorities.
- Ensure the integration of data meets the Council's statutory and local reporting requirements.
- Ensure adequate system controls are in place and continually monitor and review e.g. information security, business compliance, and management of risk.

Key Accountabilities

- Responsible for the provision of management information in an efficient and accurate manner on a regular basis and to agreed timeframes. This includes the provision of all HR and Payroll related statutory, standard and ad-hoc reports to internal customers, partner organisations and third party organisations such as the Inland Revenue and Government bodies as required including Microsoft applications, Business Objects and in-house software.
- Create monthly and ad-hoc reporting packs highlighting trends, and progress against KPIs across the employee lifecycle, leaver analysis, absence & headcount data.
- Integrate data from multiple sources through cleaning and matching to answer business needs.
- Carry-out regular auditing of reports and data provision.
- Complete internal quality assurance checks across the People, Culture and Organisational Resilience team, regularly completing data cleanse and integrity checks on the HR information systems.
- Ensure processes and procedures are undertaken with due regard to audit standards.
- Ensuring compliance with GDPR, the Data Protection Act and the Freedom of Information Act Support projects within the People, Culture and Organisational Resilience team as required.

Supplementary Accountabilities

- Undertake testing on system upgrades as directed. Apply bulk system amends i.e. new salaries (annual pay review), new pay codes, new legislative requirements etc. Assist in the completion, review and maintenance of the system configuration through the use of lists, elements, UDFs, modules, tables etc.
- Support on the maintenance, development and implementation of HR & Payroll automated processes and templates e.g. electronic timesheets, absence reports, payroll reconciliation reports, pension returns. This involves the use of complex Excel macros and formulas, including the maintenance and development of standard reporting data from Business Objects.
- Support the Team leader to provide the necessary evidence of system security and integrity to deliver satisfactory audit outcomes with Internal and External Audit and other relevant external agencies (e.g. HMRC).

Knowledge & Experience
Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience of using Civica HR Payroll or a similar HR and Payroll system desirable.
- An understanding of relevant legislation frameworks, guidance and policy context relating to HR and Payroll business processes and an understanding of how MI can benefit organisational decision making.
- Experience creating, amending and designing reports using Business Objects or equivalent software.
- Knowledge and experience working with HR performance metrics.
- A high level of written and verbal communication skills.
- Able to work as part of a team, with the ability to negotiate or influence change diplomatically.
- Strong knowledge and experience using all Microsoft Office programmes, particularly Excel & Powerpoint

Qualifications

- Educated to A level standard (or equivalent)
- Sound management information systems experience in a complex working environment

Decision Making

- Able to advise on required changes to management information systems to meet business needs.
- Ability to communicate clearly to a range of audiences and across organisational boundaries and levels to influence decision making
- Strong problem solving skills with the ability to analyse decisions that will impact systems and operational practice
- Ability to work flexibly and independtly under pressure to meet required deadlines though maintaining attention to detail.

Creativity and Innovation

- Interpret and deliver strategic and operational recommendations and guidance to senior managers, and other key internal and external stakeholders in relation to systems, business process development and management information.
- Investigate and prepare plans to improve system, data set, management information and functionality in line with organisation objectives.
- Research, interpret complex information from multiple sources, agencies, departments, teams and official bodies in order to design, develop and finalise innovative and creative solutions to benefit the organisation and statutory and non-statutory data collection to support strategic planning.
- Support the successful delivery of People, Culture and Organisational resilience projects and plans.
- Problem solving and ability to implement new processes and new functionality with the ability to anticipate and deal with problems in advance.

Job Scope	Budget Holder	No
Number and types of jobs managed None	**Responsibility**	
Typical tasks supervised/allocated to others • User Acceptence Testing on processes & system upgrades		
	Asset Responsibility:	None

Contacts and Relationships

- Frequent and direct contact with all levels of the organisation, key internal and external stakeholders, learners and partners.
- Software application suppliers in relation to system upgrade, management and development.
- External organisations including Health bodies, other Local Authorities, external agencies, 3rd party suppliers & partners to network HRIS systems best practice.

Other Key Features of the role

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	