

ROLE PROFILE

Title:	HR Data & System Analyst		
Career Family:	Facilitating the Council	Date:	March 2025
Career Family Level:	CFL 9	Reference:	SBC_12298
Reports to:	HR System, Data & Insights Manager		
Structure chart attached:	No		

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 responsibilities and accountabilities:

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 and third party organisations such as the Inland Revenue and Government bodies as required including. Utilising Microsoft applications, Business Objects, PowerBi and in-house software.
- Maintain the HR master data sets ensuring data quality and accuracy. Working alongside colleagues and the wider business to implement new metrics as required.
- Partnering with colleagues in HR & OD and the wider business to scope and build dashboards and data insights to allow for effective and data led decision making
- Create monthly and ad-hoc reporting packs highlighting trends, and progress against KPIs across the employee lifecycle, leaver analysis, absence & headcount data.

- Provide narrative and insights to colleagues and the wider the organisation, providing context and highlighting areas
- Interpret and deliver 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.
- Integrate data from multiple sources through cleaning and matching to answer business needs.
- Preparing statutory reports i.e. Gender Pay, Equal pay, ONS returns and any other statutory reporting requirements.
- Carry-out regular auditing of reports and data provision.
- Complete internal quality assurance checks, 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, 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 reporting tools.
- Support the team manager 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).

Managerial - None

Professional

- 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.
- Provision of statutory data reporting to ONS and a range of Government Agencies

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
- Provide advice, guidance and insights to colleagues and wider organisation on data trends to facilitate effective decision making
- Ability to work flexibly and independently under pressure to meet required deadlines though maintaining attention to detail.

Knowledge and Experience

- Experience of using Civica HR Payroll or a similar HR and Payroll system desirable.
- CIPD Level 5 Qualified or experience working with data, systems and insights within a HR environment
- 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.
- Significant experience creating, amending and designing reports and dashboards using reporting software
- Experience partnering colleagues and wider stakeholders to scope and provide data and insights to support decision making
- 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

Creativity and innovation

- Interpret and deliver 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 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.

<u>Context and Dimensions: Job Scope</u>	Budget Holder	No
Number and types of jobs managed	Responsibility:	
Typical tasks supervised/allocated to others -	Asset Responsibility:	

PERSON SPECIFICATION

Detail the requirements of these and whether they are essential or desirable for the role.

Qualifications:	Essential or Desirable
1. Educated to A level standard (or equivalent)	E
Knowledge and Experience:	
2. Extensive experience utilising database reporting tools to create MI packs, presentations and dashboards with a wide range of HR/People related metrics	E
3. Extensive experience using HR & Payroll Systems	E
4. Experience scoping, building and rolling out PowerBi dashboards	E
5. Knowledge of SQL & DAX	D
6. Experience working with data, insights and systems within a HR context	
Aptitudes, Skills and Competencies:	
7. Ability to communicate clearly to a range of audiences and across organisational boundaries and levels to influence decision making	D
8. A high level of written and verbal communication skills	E
Special Conditions of Recruitment:	
N/a	/

Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.