

**JOB DESCRIPTION**  
**HR Information & Systems Analyst**  
**Vacancy Ref: A2020**

<b>Job Title:</b>	HR Information & Systems Analyst	<b>Grade:</b> 7P
<b>Division:</b>	Human Resources	
<b>Directly responsible to:</b>	Assistant Director of Human Resources (Operations)	
<b>Management responsibility for:</b>	HR Systems Officer and Assistant	
<b>Other contacts</b>		
<p><b>Internal:</b> Professional Service and Academic Leaders &amp; Managers, HR &amp; Payroll Services Delivery Manager, HR Partners, Reward &amp; Resourcing Manager, HR and OD colleagues, Trade Unions and other staff</p> <p><b>External:</b> CORE HR, HESA, University Networks, CIPD, UCEA, and UHR.</p>		
<b>Job Purpose</b>		
<p>To contribute towards the evidence-based strategic planning and decision making through the provision of high quality business intelligence and management information. This role will focus on supporting the HR Division through the development and delivery of new HR reports and metrics.</p> <p>To act as the HR business intelligence expert especially in relation to workforce data and reporting and will oversee the development and provision of HR reports to internal and external staff. This will include the annual HESA submission, HMRC RTI and other statutory returns &amp; audit requirements.</p> <p>To support effective HR, Recruitment and Payroll Services to the University through further implementation and optimization of the HRIS (CORE) and associated business processes.</p>		
<b>Key Responsibilities</b>		
<ul style="list-style-type: none"> <li>• Undertake further development and benefits realization of the CORE HR &amp; Payroll system and ensure that business processes are aligned and optimized.</li> <li>• Further develop capability and capacity in relation to the provision of timely and accurate HR/workforce data, reports and information (including the integration and utilization of business intelligence capability).</li> <li>• Responsible for introducing, adapting and improving a system to input, store and disseminate information.</li> <li>• Production, submission and optimization of statutory reports, such as HESA staffing return, annual returns</li> <li>• To develop, gain approval for and implement new/revised HR and Payroll business support policies and procedures in line with good practice, the CORE HR project plan and changes to legislation.</li> <li>• To ensure that standard operating procedures, templates, checklists etc exist for all processes and systems.</li> <li>• Ensure that HR Partner units receive appropriate levels of workforce information and data</li> <li>• Ensure systems and processes are in place to deliver management information in a timely manner to support the work of the department and the organisation.</li> <li>• Working with the HR and Payroll Service Delivery Manager identify, design and implement effective business support processes in response to the changing needs due to the implementation of CORE.</li> </ul>		

- Carry out PDRs for staff, ensuring business goals are clearly communicated and linked to objective. In doing so, review training and development of all staff, so all staff have a personal development plan, and support staff in reaching their full potential as identified through the appraisal process
- Agree with ISS, Payroll and other appropriate stakeholders arrangements relating to the development of HR systems and their interface with other systems,
- Manage, organise and deliver training interventions on HR systems/CORE to ensure that HR staff and other system users are effectively developed in order to maximise efficiency,
- Agree with ISS the efficient operation of HR systems in relation to the management of system security access arrangements
- Attend HR Leadership Team (as required), University committees, working groups and other meetings and ensure follow up actions are delivered and implemented.
- Undertake projects on identified improvements providing IT knowledge and assistance from the planning/specification to implementation stages,
- From time to time represent the University and work with external partner organisations.
- Undertake and take responsibility for own personal development activities and CPD.

#### **Analysis, Reporting and Documentation**

- Source, understand, interrogate and analyse internal and external data sets with a view to answering strategically important questions and building knowledge about the University and its place within the higher education sector.
- Analyses, investigates and resolves complex statistical queries and issues/problems, where there are a range of solutions.
- Identify and use appropriate methods of presenting data and information to ensure clear communication of facts, trends and anomalies to the intended audience.
- Develop metrics to monitor progress with the delivery of University People Strategy (e.g. the International Strategy).
- Develop reports and dashboards to be accessed by a variety of users from across the University community using the Tableau reporting suite and other reporting tools. This includes, where necessary, the preparation of data for inclusion in the data warehouse and the systematic testing of data and reports.
- Prepare written reports for a variety of audiences (including Council, Senate and their committees), for example to present findings from data analysis or summarising the themes and conclusions of a review.
- Provide data and analysis in response to ad hoc requests from the Senior Management Team including the Vice-Chancellor.
- Contribute to the standard data packs for the University's review and planning processes (including the Annual Academic Review meetings, Divisional Reviews, School Reviews).

#### **People Management**

- Day to day management of the HRIS team
- Manage the programme of work and activities undertaken by the team and
- Distribute the tasks to colleagues necessary for the delivery of a particular project

#### **Customer Services & Support**

- Develop and maintain an expert understanding of HESA data, processes and systems.
- Provide advice and guidance on how to interpret and understand externally produced performance data, including league tables, performance measures and survey results.
- Contribute to the planning and development of new processes and systems within the Planning Office and within the broader business intelligence community

- Present analysis of strategic data to internal or external meetings as required
- Use judgement and initiative to respond independently to data-related queries and determine the priority of the task, the best source of data and the most appropriate way to present the data.

#### **Continuous Improvement**

- Develop and maintain awareness and understanding of developments within management information generally and the data collection and reporting processes within the HE sector.
- Proactively identify new sources of data that could be used to answer strategic business questions.
- Contribute towards the continuous improvement of the University as it develops its capabilities in the storage, analysis, reporting and use of data.
- Proposes changes to and redesigns local managerial policies/procedures which have an impact on other areas.
- Contribute to production of any tender documentation/specifications
- Actively seek opportunities to learn new skills and develop expertise that would contribute to the effective delivery of the role.