

**PERSON SPECIFICATION**  
**HR Information & Systems Analyst**  
**Vacancy Ref: A2025**

| Criteria  | Essential/<br>Desirable | How it will be assessed                           |
|---|-------------------------|---|
| <b>Qualifications</b>   |                         |   |
| Degree or equivalent or equivalent experience   | Essential               | Application Form                                  |
| ILM Manager accreditation or equivalent   | Essential               | Application Form                                  |
| Project management qualification or demonstrable experience of applying project management methodology  | Desirable               | Application Form/ Interview                       |
| HR related qualification  | Desirable               | Application Form                                  |
| <b>Experience and Knowledge</b>   |                         |   |
| Working knowledge of CORE or similar HR & Payroll software system   | Essential               | Application Form/ Interview/ Supporting Statement |
| Significant experience of analysing, presenting and reporting on data   | Essential               | Application Form/ Interview/ Supporting Statement |
| Knowledge of effective data visualisation and best practice   | Essential               | Application Form/ Interview/ Supporting Statement |
| Experience of statistical analysis with an ability to interpret results   | Essential               | Application Form/Interview/Test                   |
| Self-motivated with proven organization skills, an ability to manage own workload and work flexibly to prioritise tasks, often working under pressure to meet competing demands | Essential               | Application Form/ Interview/ Supporting Statement |
| The ability to show independent thought and actions   | Essential               | Interview   |
| Attention to detail and understanding of the importance of data quality   | Essential               | Interview/ Test                                   |
| Experience of using and writing reports in Tableau  | Essential               | Application Form/ Interview/ Test                 |
| Experience of working with the providers of software/system support   | Desirable               | Application Form/ Interview                       |
| Understanding of the principles of business intelligence and data warehousing   | Desirable               | Interview   |
| Experience of working within the higher education sector or another complex organisation  | Desirable               | Application Form/ Interview                       |
| Experience of working with higher education-related data sets   | Desirable               | Application Form/ Interview                       |
| Familiarity with HR Metrics   | Desirable               | Interview   |

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| Experience of working in an HR environment   | Desirable | Application Form   |
| Proven ability to use pivot tables and complex formulae in Microsoft Excel   | Desirable | Interview/Test   |
| Understanding/experience of relational databases   | Desirable | Interview  |
| Good written English and experience of writing reports for a wide variety of audiences   | Desirable | Application Form   |
| An inquisitive mind, with experience of turning data into information, knowledge and insight   | Desirable | Interview/ Online Test                                   |
| <b>Skills and Abilities</b>  |           |  |
| Proven experience of developing effective relationships and liaising confidently with internal and external contacts all levels of seniority | Essential | Application Form/ Interview/ Supporting Statement        |
| High levels of discretion, diplomacy and tact with the ability to handle sensitive and confidential information                              | Essential | Interview/ Online Test                                   |
| The ability to work effectively as part of a small team  | Essential | Application Form/ Interview/ Supporting Statement        |
| Ability to communicate technical information to non-technical audience   | Essential | Application Form/ Interview/ Supporting Statement        |
| Ability to communicate effectively with senior colleagues and manage expectations  | Desirable | Interview/ References                                    |
| <b>Personal attributes</b>   |           |  |
| Positive and optimistic outlook, with can-do attitude  | Essential | Interview/ Online Test                                   |
| Personal resilience; Adapts and responds well to change, manages pressure effectively and copes well with setbacks                           | Essential | Interview/ Online Test                                   |
| Professional Credibility   | Essential | Interview/ References                                    |
| Results driven and customer focused, sets high standards for quality   | Essential | Application/Interview/ Supporting Statement/ Online Test |
| Demonstrates a high degree of emotional intelligence   | Desirable | Interview/Online Test                                    |

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests or presentation etc.