

JOB DESCRIPTION

June 2022

Designation:	HR Information Systems & Data Analyst
Grade:	Stroud 5
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To manage HR data, including employee records, payroll, and time off. To maintain the system, implementing (process) improvements, ensuring data quality, and analysing and reporting on the data in the HRIS and to be the SME for the HR/Payroll system.
Responsible to:	Head of HR
Responsible for:	No direct line management responsibility

KEY DUTIES

Data

1. Manage the Council's establishment (job, work patterns, FTE)
2. Cover the HR team inbox during periods of absence and provide support on queries or data requests.
3. Document and maintain system and reporting processes, procedures and user guides relating to HR systems and reporting services. Ensuring all training guides are kept up to date
4. Carry out regular data quality checks, proactively working with the HR team to resolve data quality issues.
5. Produce and distribute regular BI reports
6. Produce quarterly dashboards for diversity and people data, including absence
7. Produce workforce information and regular management reports on HR activities, including, turnover, sickness absence, appraisal, learning and development, health and wellbeing and employee relations
8. Work with HR colleagues to analyse annual employee engagement surveys
9. Ensure the coordination, management and production of HR business and performance reporting including KPI's, HR management information for both internal and external use.
10. Collate and produce regular reports for SLT, Full Council and Open Data, including but not limited to The Gender Pay Gap Report and Senior Pay Statement.
11. Act as the Freedom of Information Champion within the HR Team.
12. Continue to develop HR team knowledge and capability in using the HRIS and other HR related systems, providing advice in areas such as in house recruitment systems and internal communications systems, such as the organisation's intranet.
13. Act as the lead officer in ensuring the Council is displaying the necessary HR data information on its website and in accordance with published timelines and requirements
14. Maintain the accuracy of HR systems – production and checking of data for payroll, performance, and statutory reporting
15. To provide written analysis and interpretation of data, clearly communicating trends and key messages.
16. Contribute to relevant business and HR projects by advising on and providing reliable data and reports as well as statutory reporting and compliance requirements (i.e. GDPR, Apprenticeships)
17. Collaborative working with ICT department to make sure employee data is kept secure.

Systems

1. Provide support on all HR systems, including trouble shooting and escalating issues to IT where appropriate.
2. Create and manage security profiles for HRIS users
3. Provide technical support, training, and guidance to officers & members
4. Working with the Head of HR to engage key stakeholders to identify and agree improvements to the HRIS system and reporting services.

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5. Design, test and implement innovative systems and process solutions to support the HR Team and organisation in delivering its ambitions and meeting business objectives.
6. Lead on implementation, roll out and delivery of Tech Scheme benefit for officers.
7. Maintain up-to-date knowledge of all applications.
8. Build and maintain effective working relationships with software suppliers

Continuous Improvement

1. Lead on process improvements to create efficiencies within the current HRIS system, where these are necessary in the short term. Ensure optimal system performance is achieved wherever possible.
2. Where appropriate successfully manage and deliver projects through the full project lifecycle to completion and successful adaptation
3. Responsible for the continuous review and improvement of people data and reporting across the organisation, to enable HR colleagues to provide key HR information to their areas.
4. Ensure HR data activities support the People & OD Strategy and plans and focus on the provision of effective and consistent service delivery cross the council
5. Review HR Processes through Engage and look for ways to improve and streamline these

General

1. Actively contributes to SDC vision, by providing innovative ideas and input to the strategic direction, modernisation, and ongoing improvement of the HR service
2. Support the delivery of the HR Service Plan, ensuring that all performance and monitoring requirements are adhered to
3. Champion the Vision and Values of Stroud District Council
4. Contribute to the technical/operational improvements to HR workflow, processes, and practice
5. Provide HR management information advice, information and support to HR colleagues managers and employees within the council
6. Ensure through all your work you are committed to all aspects of inclusion and diversity
7. Work across the HR team to ensure a joined-up approach is applied, where data is shared, understood and used to add overall service value
8. Ensure knowledge sharing across the team with the relevant training to ensure colleagues can cover work areas where needed

Payroll

1. To support the payroll officer on input of structural changes to the workforce. i.e. changes to reporting lines, team moves.
2. Work with payroll to redesign the process of payroll processing, automating processes where possible

SKILLS AND KNOWLEDGE

- Relevant systems and data analysis experience
- Relevant qualifications for processes, systems and data analysis
- Good numeracy skills
- Excellent interpersonal communication skills both written and verbal
- Excellent approach to customer service
- ICT literate with experience of using a range of software applications including Microsoft Office
- Strong data analysis skills, including advance Excel (e.g. use of pivot tables etc.) to manage and manipulate data and interpret findings
- Ability to work independently and proactively

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- Ability to quickly learn and adapt to new software applications
- Ability to manage own time and workload
- Ability to deal delicately with confidential and politically sensitive matters and data
- Organised and methodical, with a high degree of accuracy and attention to detail
- Ability to write quality reports, including business cases where necessary

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline

COMPLEXITY AND CREATIVITY

- Design of reports and presentation of management information in a format that is easily understandable and highlights key messages.
- Perform hands on configuration and updates to the various iTrent modules as needed to resolve issues and enhance feature request
- Design & deliver effective training and training material regarding any process/system changes for both officers and members.

Creativity is a feature of the job but exercised within the general framework of recognised procedures.

JUDGEMENT AND DECISIONS

- Routine decisions on aspects of work with all other decisions being referred to the Head of HR

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Managers and staff in the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of service delivery issues which may not be straightforward and that require the provision of advice and guidance and/or the initiation of action.

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

Any mileage conducted on Council business will be reimbursed inline with HMRC rates and in accordance with the Councils Travel and Subsistence Policy.

GENERAL

- To always ensure that service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To always promote the Council's overall commitment to equality of opportunity/diversity and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at Work Act
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required by the Council under its business continuity plan, Gloucestershire County Council Emergency Response Guide/Plan, and the Civil Contingencies Act

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.