

<b>Designation:</b>	<b>HR Information Systems &amp; Data Analyst</b>
<b>Grade:</b>	<b>Stroud5</b>
<b>Responsible to:</b>	<b>Head of HR</b>
<b>Service Area:</b>	<b>Resources</b>
<b>Position Number:</b>	<b>SDC00197</b>

## ESSENTIAL CRITERIA

### QUALIFICATIONS

- Good general education (or equivalent experience)

### EXPERIENCE

- Experience of working in a busy and varied team primarily focusing on systems, data and reporting of management information
- Experience of organising and analysing data, detecting and correcting errors and presenting data in a meaningful way
- Experience of producing a range of data reports
- Experience of providing support on systems
- IT literate with experience of MS Office as well as other HR systems and applications

### SKILLS & KNOWLEDGE

- Excellent interpersonal and communication skills
- Strong organisational skills and being well prepared
- Ability to manage own time, large workloads and be able to prioritise tasks
- Ability to respond to system errors and queries
- Knowledge of administrative processes
- Ability to work to and meet deadlines
- Ability to work proactively, identifying work that needs progressing and making a plan for implementing.

### PERSONAL ATTRIBUTES

- Excellent customer focus
- Excellent attention to detail
- The ability to work effectively as part of a team as well as being a self-starter
- The ability to work across service areas
- Organised, methodical and well prepared
- Ability to quickly learn and adapt to new software applications
- Ability to work with confidential information
- Have an excellent eye for detail
- Enjoy working with data and recognise when things might not be quite right, taking the necessary steps to correct.

### OTHER

- Committed to working for an employer that values diversity and equality of opportunity

## DESIRABLE CRITERIA

### QUALIFICATIONS





#### EXPERIENCE

- Experience of working in the public sector
- Experience of iTrent
- Experience of working closely with payroll

#### SKILLS & KNOWLEDGE

- Awareness of HR policies and procedures and be able to produce administrative work in accordance with these documents
- Knowledge of HR transactional processes and the direct link to payroll

## VALUES & BEHAVIOURS

-  **VALUING OUR PEOPLE** - We care about colleagues, and the people and businesses that make up our community.
-  **MAKING A DIFFERENCE** - We put the people in our communities at the heart of everything we do.
-  **AIMING HIGH** - We're ambitious, and we always strive to get better and do better for the communities of Stroud District
-  **BEING ONE COUNCIL** - We're at our best when we work together.