

## Job Description

<b>Position / Job Title:</b>	<b>HR Systems &amp; Analytics Manager (Systems Owner)</b>
<b>Ref:</b>	<b>POSN104960</b>
<b>Location/Building:</b>	<b>Studland House, Lansdowne Campus</b>
<b>Faculty/Professional Service:</b>	<b>Human Resources and Organisational Development (HR&amp;OD)</b>
<b>Group/Section:</b>	<b>Systems, Human Resources</b>
<b>Normal Hours per Week:</b>	<b>37 hours; Applications are welcomed on a full-time, part-time and flexible basis. Hybrid-working arrangements are available. (Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>
<b>Grade:</b>	<b>9</b>
<b>Accountable to:</b>	<b>Head of HR Operations</b>
<b>Responsible for or supervises:</b>	<b>HR Analysts/Specialists (Systems Team)</b>

### **Job Purpose**

Provide leadership, expertise and technical support to the Systems Team to ensure the efficient delivery of multiple and complex HR&OD systems and high-quality data and reporting. Working in collaboration with the HR&OD Team and business leaders, you will ensure that the team meets current and future organisational data and reporting needs. This will include working closely with the BU Planning Team, and Finance Teams to make workforce data and analytics a core part of decision making and planning across the university.

You will develop, lead and drive forward the HR&OD technological roadmap, and associated business change, to deliver solutions that enhance the employee experience and positively change the way we work. You will have a critical and influential role to play at key organisational committees and groups, where there are implications for employee data or requirements for reports, feeds and/or integration with any HR&OD system. You will also be involved as the HR&OD technical lead and systems expert, in cross-institutional transformational projects, strategic initiatives and continuous improvement programmes that deliver efficiencies and value for money.

### **Main Responsibilities**

1. Lead a team of high performing experts, provide direction and enable cross team working and engagement to support the university with organisationally aligned solutions.
2. Provide leadership and technical support to the team in managing and maintaining multiple HR&OD systems, in line with strategic, sectoral and technological developments. This includes providing direction to the team to ensure the continued development of i-Trent and other systems, to provide the highest levels of data quality and extend functionality to support organisational reporting requirements. In addition, oversee report scheduling, development request prioritisation and sign-off of arrangements for live system changes including upgrades.

3. Provide oversight to the team for the production and submission of HR related statutory and mandatory data returns. This includes specific accountability, as Manager, for the validation of the [Higher Education Statistics Agency](#) Staff return.
4. Develop, lead and drive forward the HR&OD technological roadmap, and associated business change. This includes providing of expert advice and guidance for the long-term technological HR&OD strategy, plan and priorities for technology and analytics to support the organisational objectives and requirements of the University.
5. Lead the successful integration of multiple complex and strategically critical projects, ensuring operational efficiency and increased organisational performance. This includes ensuring optimal use of new practices including digital technology.
6. In line with our technological development, lead the associated business change, ensuring organisational understanding of process ownership, accountability and management responsibilities on any new functionality to ensure process improvements are embedded. This includes ensuring that the team create and maintain a repository of resources including user manuals and online help screens.
7. Lead the provision of high-quality workforce data and analytics to enable improved visibility and decision making with workforce data aligned to organisational strategies, collaborating with Planning to achieve this. This includes the expansion of our current strategic workforce reporting to include long term trends, analysis and modelling, and external benchmarking.
8. Work collaboratively with other system owners including stakeholders in Payroll, IT, Planning and Finance, to deliver a cohesive and complementary organisational approach to systems, data and reporting in line with the BU2035 strategy. This includes acting as HR&OD technical lead on all data and system related activities related to employee data or HR&OD systems.
9. Champion, foster and embed a culture where importance is placed on high quality data and resulting data analysis to make evidence-based decisions across BU.
10. Ensure compliance of systems and functionality with relevant legislation, information governance and regulatory frameworks. This includes ensuring appropriate access and security of employee data in other downstream systems. Escalate any adverse issues or concerns to the Data Owner (Chief People Officer) without delay.
11. Lead on the Departments compliance with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures'
12. Take a lead role in the specification, procurement, implementation, development and review of HR&OD systems, ensuring that user experience is prioritised including excellent stakeholder engagement and communication throughout the implementation and transition periods.
13. Oversee the design, development and delivery of user training by the team for current and future technological changes for HR&OD colleagues and other users. This includes cross training across the HR&OD Team and demonstrating expert proficiency on all system tasks.
14. Lead on the development of working practices that enhance and assure the integrity and quality of workforce data. Improve the quality of workforce information and data management across the University.
15. Ensure that all aspects of work achieve high levels of Service Excellence; lead the teams continuous improvement by identifying opportunities for process enhancements and technological solutions to deliver measurable improvements to service.

16. Act as the key Relationship Manager to software suppliers and their support/help desk function on behalf of end users.

## **Contacts**

- Internal:** HR&OD Team, University Executive Team; University Leadership Team, Board members, Sub Committees of the Board, Finance including Payroll, Planning, IT, Management, academic and professional/support staff in Faculty and Professional Services;
- External:** Suppliers, Other Higher Education Providers, HESA, Partner Institutions, Service Providers, Government agencies; Professional organisations

## **Information Governance Responsibilities**

### Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### Data Steward

- i. Inspect, manager and monitor Information Governance compliance within their area.
- ii. Identify and manage data protection risks for the data used within their team/function.
- iii. Supervise what data is stored where, in what format and its quality throughout its lifecycle through to its appropriate deletion/destruction.
- iv. Ensure access is provided where there is a clear justification and removed when it is not required.
- v. Ensure appropriate safeguards are in place to protect data (e.g. physical and technical controls, and local processes and procedures are development, implemented, followed and regularly reviewed).

## **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

## **Additional Information**

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**February 2026**



## Person Specification

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<b>Faculty / Service:</b> HR & OD	<b>Date:</b> February 2026
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
<b>Knowledge (including experience &amp; qualifications)</b>	
Chartered CIPD or commitment to undertaking a relevant qualification	E
Educated to degree standard and/or equivalent experience	E
Broad knowledge, understanding and experience of relevant system functionality and workforce reporting requirements or equivalent	E
Relevant experience of i-Trent commensurate with the role	E
Significant relevant experience in an HR and/or OD systems management/owner role in a large and complex organisation or equivalent transferable experience	E
Relevant senior experience of driving forward the strategic vision and roadmap for multiple systems / solutions	E
In-depth knowledge of relevant or comparable solutions and system configuration	E
Track record of delivering insightful and impactful workforce analytics	E
Significant experience and proficiency in leading projects, where innovative solutions have been delivered, both personally and through a team	E
Extensive experience of successfully leading and managing change in a complex organisational structure	E
Detailed knowledge and understanding of reporting in Power Bi or equivalent tools	E
Successful track record of attention to detail, including success in posts requiring systematic approaches to presenting complex data analysis at a senior level	E
Relevant experience of planning and supporting cloud solution implementations	D
Experience of leading systems procurement and implementations that have delivered user value	D
Experience of managing third party suppliers and service levels	E
Relevant knowledge of HR and OD systems requirements and implications of legislation including GDPR	D
Understanding of the Higher Education workforce	D
In-depth knowledge of the employee life cycle, workforce trends and analytics	D
<b>Skills</b>	
Highly developed interpersonal, negotiation, influencing and communication skills: including stakeholder management and the ability to influence, motivate and inspire others at all levels	E
Ability to translate vision and strategy into effective technical solutions	E
Ability to foster and build strong strategic relationships internally and externally	E
Strong analytics and decision-making skills	E
Advanced IT skills	E
<b>Attributes</b>	
Ability to effectively contribute to cross-institutional transformational projects, strategic initiatives and continuous improvement programmes	E
Ability to manage a complex workload and prioritise own and team activities to meet deadlines	E
Ability to work within a broad strategic framework on personal initiative	E
A proactive and practical approach to problem-solving	E
Commitment to ensuring equality and diversity	E
Commitment to BU's values are excellence, inclusivity, creativity and responsibility	E
Positive attitude towards safeguarding	E