

## Job Description

<b>Position / Job Title:</b>	<b>HR Systems Analyst</b>
<b>Ref:</b>	<b>POSN104718</b>
<b>Location/Building:</b>	<b>Studland House, Lansdowne Campus</b>
<b>Faculty/Professional Service:</b>	<b>Human Resources &amp; Organisational Development (HR&amp;OD)</b>
<b>Group/Section:</b>	<b>Human Resources</b>
<b>Normal hours per week:</b>	<b>Applications are welcomed on a full-time, part-time and flexible basis</b>
<b>Grade:</b>	<b>6</b>
<b>Duration:</b>	<b>Fixed term to end of July 2025</b>
<b>Accountable to:</b>	<b>HR Systems and Analytics Manager</b>

### **Job Purpose**

Play a key role in the maintenance, use and development of the HR&OD suite of systems currently including iTrent, Employee / Manager Self Service Portal, e-Ploy and reporting tool(s).

Contribute towards the evidence-based planning and decision making through the provision of high quality business intelligence and management information. This role will focus on supporting the service through the development and delivery of new HR reports and metrics.

As directed lead and deliver high quality process improvements to support efficient ways of working for the HR & OD Team and service users. This includes playing a role in the delivery of the HR&OD technological roadmap, with particular focus on the associated business change, to provide efficient solutions that enhance the employee experience and positively change the way we work.

### **Main Responsibilities**

Be the first point of contact for the maintenance, use and development of technological systems and associated support mailbox(es) within service levels. This includes technical assistance, support and testing of updates, setting security permissions, managing and creating workflows, supplier liaison and continuous improvement.

Provide accurate and timely scheduled, batched and bespoke reporting and trend analysis, acting as a key liaison for data. This includes regular provision of management information and trend analysis to support reporting.

Proactively respond to external surveys and statistical returns, by creating reports, manipulating and analysing complex data and preparing the data for presentation.

Work collaboratively with stakeholders in Payroll, IT, PRIME and Finance, to deliver a cohesive and complementary organisational approach to systems, data and reporting.

Manage the development and implementation of informative people metrics for use by the HR & OD Service and business areas. This will include working closely with PRIME to utilise the B.I. tool, Qlikview, where possible.

Develop metrics to monitor progress with the delivery of the university People Plan.

Lead the maintenance of the organisation structure within iTrent and reporting of the establishment and BU-wide workforce plan. This includes working closely with the Head of Talent Acquisition and Analytics to ensure accurate reporting of the workforce plan to sub-committees of the Board.

Lead accurate and timely reporting from the recruitment system aligned to establishment reporting to inform senior colleagues accordingly for vacancy and workforce planning decisions.

Develop and maintain awareness and understanding of developments within management information generally and the data collection and reporting processes within the HE sector.

Document existing processes and apply process improvement methodologies to identify efficiencies and design new processes, running process workshops with wide groups of stakeholders as needed.

Provide user support and training, including back end system users, and proactively identify and implement the solution on their behalf.

Undertake further development and benefits realisation of iTrent and ensure that business processes are aligned and optimised.

Analyse, investigate and resolve complex statistical queries and issues/problems, where there are a range of solutions.

As directed, lead or support on the delivery of the HR systems development roadmap, analysis and general data extraction including associated business change activities. This includes identifying and implementation opportunities for digitisation and automation of processes.

Liaise with Finance in relation to maintaining accurate and up to date finance accounting codes within the HR systems to support and provide accurate salary information and payroll charging.

Continually review, develop and improve the suite of Business Objects reports, including the build of any new reports under specific projects and to own and manage the change control process for reporting and system changes.

Work with the HR Services Managers and the Compliance Manager to ensure the university is complying with statutory requirements for monitoring purposes and that HR Systems are effectively maintained to enable accurate and up-to-date reporting i.e. UKVI, Ofsted and other audits.

Expertly apply knowledge and experience to ensure operational efficiency and increased organisational performance in respect of system functionality, reporting, associated processes and procurement and implementation of new technology. This includes ensuring optimal use of new practices including digital technology.

As required assist or lead the annual HESA staff survey submission and complete other external surveys and statistical returns, by creating reports, manipulating and analysing complex data and preparing the data for presentation.

Manage and troubleshoot problems that require exceptional analytical skills, innovation and creativity necessary to formulate and implement the mechanisms to identify and solve the problems.

Monitor and ensure data quality through all employee and applicant records to include the provision of comprehensive and up to date guidance, delivery of monthly briefing and update sessions to the HR operations team, interrogation of the systems, and identification and correction of errors.

Stay up to date with emerging technologies, including AI, to ensure the future system roadmap is future proofed.

Play a lead role in promoting a culture that values and protects staff information, ensuring that data registers are maintained, working with asset owners to identify and mitigate risks. Ensuring that data is processed for the purpose consistent with those objects in accordance with General Data Protection Regulations (GDPR).

Respond to Freedom of Information and Subject Access requests and liaising with Legal Services to ensure deadlines are met.

Contribute to the development of a range of benchmarking processes both internally and externally to drive improvements in operational performance.

Ensure a solution oriented professional service experience that comprises taking ownership of situations, endeavoring to exceed expectations always and escalating where necessary whilst maintaining a high level of service excellence and maximising productivity.

Proactively seek own continuing self-development to ensure that knowledge of University and legislative requirements (including GDPR) is up to date and keep abreast of changes and new developments that may affect BU employees and HR workforce reporting and analytics.

Deputise for the HR Systems and Analytics Manager as required.

To undertake any other duties as required commensurate with the role.

### **Contacts**

#### **Internal:**

HR&OD Team, University Executive Team; University Leadership Team, Board members, Sub-Committees of the Board, Finance, Payroll, PRIME (Planning, Risk, Intelligence, Management and Information Enhancement Team), IT, Management, academic and professional/support staff in Faculty and Professional Services.

#### **External:**

MHR, ePloy, Other Higher Education Providers, HESA, Partner Institutions, UHR, 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.

### **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**

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.

**October 2024**



## Person Specification

Position / Job Title: HR Systems Analyst	Position No: POSN100191
Faculty / Service: Human Resources & Organisational Development (HR&OD)	Date: October 2024
<b>SELECTION CRITERIA</b>	<b>Essential /Desirable</b>
Knowledge (including experience & qualifications)	
Graduate or equivalent intellectual capability/experience	E
An aptitude for IT, systems, application development, and data analytics	E
Significant and transferable experience of working with relevant systems and reporting	E
Extensive experience of using databases/reporting tools; experience in manipulation and analysis of large volumes of data	E
Good awareness of best practice in relation to workforce systems and reporting	E
In-depth knowledge of relevant or comparable solutions and system configuration	E
Relevant experience and proficiency in leading projects, where innovative solutions have been delivered	E
Successful track record of attention to detail, including success in posts requiring systematic approaches to presenting complex data analysis	E
Relevant experience of iTrent commensurate with the role	D
Understanding of workforce and pay legislation	D
Knowledge and understanding of complex workforce issues in a large organisation and the impact on data/information	D
Skills	
Advanced IT and digital skills	E
Ability to coordinate the collation and validation of data from multiple sources	E
Organising and co-ordinating skills	E
Effective interpersonal skills with the ability to influence and persuade others	E
Ability to research and analyse complex information, bringing together data from different sources	E
Attributes	
Ability to effectively contribute to cross-institutional transformational projects and continuous improvement programmes	E
Appetite for problem solving and creative thinking	E
Excellent attention to detail and high levels of accuracy	E
Able to prioritise a varied workload	E
Ability to instil best practice in reporting solutions	E
Commitment to continuous personal and professional development	E
Appreciation of equality and diversity issues and their relevance to higher education and analytics	E
Commitment to BU's values are excellence, inclusivity, creativity and responsibility	E