

ROLE PROFILE

Role Profile			
Job Title	HR Systems and Data Analyst		
Section	HR Systems Team	Department	Payroll Services
Reports to (Job Title)	HR Systems Team Leader		
Suitable for Job Share (Y/N)	N	If no, state reason	Requirement to provide a consistent service to customers owned by the post holder.
Location	Hybrid – Home and Building 2	Shift Pattern	Office hours as per company terms and conditions

Job Purpose	<p>The role will be accountable for the production and analysis of accurate HR and Payroll data reports to meet the expectations and needs of both internal and external customers and stakeholders.</p> <p>The provision of technical support and guidance to users of the HR and Payroll Management System. Supports HR Systems Team in HR and Payroll Management System configuration and testing as and when required.</p>
Key Competencies & Outputs	<p>Responsible for the analysis and production of people and pay related reporting information from the HR and Payroll Management System as part of regular reporting cycles and in response to adhoc requests from both internal and external customers. This will include:</p> <ul style="list-style-type: none"> • Conducting benchmarking as required e.g. pay comparators. • Collating and analysing workforce data. • Conducting pay modelling. • Delivering data for key performance indicators against contractual service level agreements. • Analysis of establishment information and identify discrepancies for accurate information to be maintained. • Freedom of Information requests. <p>Engages with stakeholders to accurately determine their requirements and develop tools to drive business innovations.</p> <p>Responsible for providing relevant HR related data, including system uploads to support other teams within the service.</p> <p>Develops and maintains guidelines for data and systems analysis processes and procedures.</p> <p>Support Senior Analysts in the configuration/build/testing of the HR and Payroll Management System.</p>

	<p>Delivers excellent customer support helpdesk facility providing support to users of HR and Payroll Management System.</p> <p>Resolves issues and feedback to others communicating with internal and external customers.</p> <p>Maintains the professional standards of customer focused service which includes maintaining confidentiality of information and ensuring compliance with regulations relating to the access, security and processing of personal data.</p> <p>Reprioritises workloads according to business demands, sometimes working to tight deadlines and under pressure.</p> <p>Works to agreed Service Level Agreements and meet or exceed Key Performance Indicators. Produce periodic service dashboards to demonstrate performance and compliance.</p> <p>Reviews and updates procedures when necessary and keeps technical documentation accurate and current.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
<p>Experience, Knowledge, Skills and Qualifications</p>	<p>A technical understanding of reporting from relational databases, ideally within Human Resource Management Systems.</p> <p>A keen interest in human resource and payroll metrics and people management principles.</p> <p>Confident use of IT systems and associated reporting tools to efficiently extract, analyse and work with complex data.</p> <p>A competent user of BI report design tools, and knowledge of system setup and administration.</p> <p>Working knowledge and data processing compliance including the Data Protection and Freedom of Information Acts.</p> <p>Experience in analysing and interpreting complex information.</p> <p>Good planning, co-ordination, motivational and organisational skills to manage personal work programme effectively against challenging deadlines. Be comfortable in a team or working alone.</p> <p>Strong customer and communication skills with the ability to inspire confidence in customers from the advice given and commitment to task.</p> <p>The flexibility and willingness to work outside of core hours where necessary to deliver against the requirements of the role.</p> <p>Ability to challenge the current practices and innovate for continuous improvement.</p>
<p>Corporate Standards</p>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p>

All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.

Undertake all duties with regard to the Delt equalities policy and relevant legislation.

In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behavior for them and their team(s).