

JOB DESCRIPTION	
<b>Job title:</b> HR Systems & Reporting Analyst	<b>Accountable to:</b> HR Systems & Reporting Manager
<b>Contract length:</b> Fixed Term Contract to 31 <sup>st</sup> March 2021.	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £38,694 to £46,423 per annum	<b>Grade:</b> 5
<b>Service:</b> Human Resources	<b>Location:</b> 272 High Holborn, WC1V 7EY
<p><b>Where will this role sit within HR?</b></p> <p>The role is part of the HR Systems team reporting to the HR Systems &amp; Reporting Manager and forms part the wider HR Systems, Payroll and Pensions team within the HR Services and Resourcing Hub.</p>	
<p><b>What is the purpose of the role?</b></p> <p>To maintain and develop all aspects of the University's HR Systems to ensure operational, strategic and statutory requirements are efficiently met.</p> <p>To provide excellent technical and operational advice and guidance to HR system users and to role model best practice as regards HR systems in support of HR and UAL policies.</p> <p>To act as the technical authority on the suite of HRIS information systems currently employed.</p> <p>To ensure that UAL's Human Resources' operational management information requirements are met.</p> <p>To support the development of HR's business intelligence capability and methodologies and to develop approaches aimed at improving HR data quality.</p> <p>To provide effective support relating to the data and information aspects of the UAL's workforce planning strategies.</p>	
<p><b>Specialist Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To role model best practice as regards use of HRIS systems and to develop the technical skills of the HR System team members.</li> <li>• Lead the HR systems administration matters including helpdesk provision, system upgrades, software and performance testing, audit compliance and management of system rights and HR system rights and privileges across the organisation.</li> <li>• To provide advice and support to senior management on all Human Resource system and associated issues</li> <li>• To take a lead role on specific HR projects and reporting on outcomes directly to the HR Senior Management Team and to ensure support is given appropriately to other UAL projects.</li> <li>• To ensure HR systems are optimally configured to support HR business processes.</li> <li>• To develop procedures to identify data anomalies or poor user practice on the HR/Payroll system, and to advise and guide on appropriate corrective action as deemed necessary.</li> <li>• To build excellent relationships with internal customers and other stakeholders, to ensure the best standards of service and support.</li> <li>• To provide advice and support to senior management on all Human Resource system and associated issues.</li> </ul>	

- Maintain a comprehensive working knowledge of the whole HR/Payroll System and its relationship to day-to-day University operations within HR and Payroll Section, and to advise Senior Management and users accordingly on best practice in relation to the use of HR Systems.
- Partner and collaborate closely with key stakeholders including HR Business Partners, colleagues in other functional areas and fellow HR team members to identify key HR System issues impacting the University.
- To provide comprehensive support the HR Management Information function in the University by providing University stakeholders with accurate and timely HR analytical Information.
- To actively contribute to development of HR's MI analytics function ensuring best and up to date practice in terms of data collection, data manipulation and data presentation methods.
- To produce, and/or analyse, statistical information to underpin UAL's workforce planning initiatives and strategies.

#### **General**

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

#### **Key working relationships**

- Head of HR Systems, Payroll & Pensions
- HR Director
- HR Operations Manager
- HR Business Partners
- HR Consultants
- HR Advisors
- Associate Director HR Services
- Associate Director People Strategy
- Associate Director Business Partnering
- Head of Organisational Development
- Head of Diversity

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<p>Relevant degree or equivalent OR Relevant professional qualification OR Demonstrable HRIS experience with evidence of continuing professional development (CPD).</p> <p>Significant itrent implementation and or development and configuration knowledge.</p> <p>Strong Business Objects and / or other industry standard reporting knowledge and expertise.</p> <p>Strong data analysis and data manipulation skills.</p>
Relevant Experience	<p>Significant expertise in use and development of HRIS systems.</p> <p>Experience of delivering successful HRIS projects using a variety of tools/techniques and methodologies.</p> <p>Data collection strategy and methods within an HR environment.</p> <p>Assimilation of requirements, development of reports and visualisation of data.</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Leading by example
Professional Practice	Contributes to advancing own skills and experience in area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: September 2020