**JOB DESCRIPTION**

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| **Job title** | HR Systems Analyst | |
| **Department** | IMT | |
| **Reports to** | HR Systems Manager | |
| **Grade** | 4 | |
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| **Job purpose** | * Advise the organisation on the current way the Establishment is managed and how improvements could be made in terms of how the system is used, including advising around any enhancements to Manager self service. * End to End review of the Establishment Management Process at TP, to include working with local managers and other team members in updating all establishments across each business unit – this will include the use of other systems that Managers use for the team to action changes. * Cleanse the system to ensure that all positions are closed where they are no longer required and support in improving the process for the creation of and management of all positions. * Support the delivery of Organisational projects that enhances the capability of ITrent, setting up the system and ensuring that Managers are trained on how to use the new elements of the system. * Work with the HR team upskilling the People Services Assistant in terms of the usability perspective of iTrent to ensure that changes are made where required in the shortest amount of time. | |
| **Key accountabilities** | **Establishment management**   * Making approved changes to the establishment in iTrent. This will involve updating the post and position structure and completing people transfers. * Being the project lead on the establishment cleanse / management project. This will involve reviewing and updating the establishment structure for all units in iTrent liaising closely with unit managers to agree the correct establishment structure.   **Stakeholder management**   * Working with unit managers to understand the establishment structure for their unit and clearly document the changes need to update the establish structure in iTrent. Ensuring that changes are reviewed and challenged when appropriate. * Provide support to unit managers when establishment management queries are raised so the process is clearly understood and is adopted by the unit manager.   **Process improvement**   * Clearly document the establishment management process (process maps and work instructions). * Create / update training documentation relating to Establishment Management to ensure the document is to up to date and reflects the current best practice process. * Ensuring that the establishment management process design is efficient / Lean. * Ensuring that implemented processes take full advantage of application functionality / process automation.   **Project Support:** | |
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| **Dimensions** | Direct reports | 0 |
| Total staff overseen | 0 |
| Internal contacts | Head of Business Support Applications  HR Systems Manager  HR Systems Analyst  Managers of units in all Business Units and Central Services  People Services team  Commercial Finance team |
| External contacts | MHR and Sysaid application support teams |
| Planning outlook | 12 months |
| Problems solved | * Building rapport and trust with managers of units to ensure changes documented are accurate. * Ability to analyse and interpret large volumes of data to spot issues / trends and make recommendation for next steps. * Get clear visibility of the processes to ensure that applications functionality is optimised in the process design. * Able to quickly learn best practice in process and systems. |
| Financial authority | Manage own expenses and contribute to gaining best value from resources within the limited budgets for the organisation. |

**PERSON SPECIFICATION**

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| **Job title** | HR Systems Analyst | |
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| **Personal effectiveness** | Essential | Desirable |
| * Take ownership of a tasks from their beginning through to its completion * Willingness to challenge and question requests and processes to ensure the best outcome is achieved * Methodical in their approach to tasks, ensuring adequate notes / actions are taken. * Ability to communicate effectively, both verbally and in writing with people. * Ability to maintain effective working relationships and to promote collaborative practice with all colleagues. * Ability to work well under pressure. * Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines. * Ability to work flexibly and enthusiastically within a team or on own initiative. |  |
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| **Technical effectiveness** | Essential | Desirable |
| * Ability to confidently use Excel functionality (to complete data analysis) * Ability to use other Microsoft applications: Teams, Outlook, Word * Working knowledge of a HRIS application. | * Working knowledge of iTrent application and the establishment management process * Working knowledge of SAP Business Objects * Extensive use of Excel functionality to complete data analysis with ease. |
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| **Acquired experience & qualifications** | Essential | Desirable |
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| **Other requirements** | Essential | Desirable |
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