

## **Strategy**

## **HR Systems Analyst**

## **Job Description and Person Specification**

**June 2025**

## Job Description

<b>Job Title:</b>	HR Systems Analyst
<b>Department:</b>	Strategy
<b>Function:</b>	Intelligence, Insights and Change
<b>Team:</b>	Insights and Intelligence Team
<b>Post number:</b>	S006294
<b>Grade:</b>	LBR 11
<b>Hours/weeks:</b> <i>E.g. 36 hours/52.74 weeks</i>	36
<b>Base location:</b>	Hybrid (Remote & Lynton House)
<b>Reports to:</b> <i>Job title</i>	Intelligence and Insights Manager
<b>Responsible for:</b> <i>Job titles of direct reports</i>	No direct line management but may be responsible for the supervision of trainee and work placement employees on occasion.
<b>Role purpose and role dimensions:</b> <i>Overview of the job</i>	The successful candidate will join the Intelligence and Insights Team, a function that provides a business intelligence, performance management and data management function across the Council.
<b>Key external contacts:</b> <i>Organisations</i>	Public Health, Education, Members, GLA, London Councils, ONS, NOMIS, LGA, LGA Insight, other local authorities
<b>Key internal contacts:</b> <i>Job titles or groups of staff</i>	HR, IT, HR Systems Team
<b>Financial dimensions:</b> <i>Budgetary responsibility &amp; amount. Equipment, cash, property etc. for which employee is responsible.</i>	None
<b>Key areas for decision making:</b>	The key function of this role is to provide an accurate, comprehensive, and proactive HR management information function to the Council which identifies trends, issues and solutions. The role will explore organisational requirements and provide accurate and consistent management information and statistics. As part of the Business Intelligence Insight team, it will manipulate, analyse, and interpret complex data in partnership with HR. The role will also work collaboratively with HR and the wider council to deliver on corporate objectives.
<b>Other considerations:</b> <i>E.g. working patterns</i>	Evening working as required

Key accountabilities and result areas:	Key elements:
<b>Management Information</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>• Be the first point of contact/ specialist supporting the HR Directorate in the development of the HR / Payroll reporting from iTrent by creating or updating existing Business Objects reports.</li> <li>• Supporting the HR Directorate in the provision of a variety of HR metrics.</li> <li>• Taking a lead role in the development of HR management information reporting, including developing new reports and new dashboards via Business Objects and Power BI.</li> <li>• Providing the information necessary for the council to meet its statutory reporting requirements such as ONS returns.</li> <li>• Preparing ad hoc reports based on HR and Payroll data for use by HR Specialists, HR Services, HR Business Partners and other managers across the council.</li> <li>• Providing regular monthly management information, including staff FTE statistics, notification of starters and leavers reports and staff sickness reports.</li> <li>• Advising on the appropriateness of data for its proposed use and suggesting more potentially suitable alternatives where necessary.</li> <li>• Providing information, in response to organisational and management requests, in accordance with the principles of the Data Protection Act 2018.</li> <li>• Using project management tools and best practice to lead on carrying out higher level analysis of strategic trends and insight as required corporately or as commissioned by HR.</li> </ul>
<b>Systems</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>• Supporting the HR Directorate in the development of the HR / Payroll database within iTrent via custom Business Objects reports.</li> <li>• Leading on and support the development of PowerBI reporting as an alternative to Business Objects. This will be via the development of dashboards and data models to enable better visualisation of Business Objects reports.</li> <li>• Maximising the use of HR systems to automate standard processes.</li> <li>• Maintaining existing reports within Business Objects and Power BI.</li> <li>• Assisting with reviewing and documenting processes undertaken within HR and making recommendations for their development.</li> <li>• Contributing to discussions on the future systems strategy and evaluating existing systems/other products when necessary to make recommendations.</li> <li>• Carrying out a variety of administration tasks within Business Objects to report on iTrent data.</li> </ul>

<b>Other duties</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>• Supporting and championing the introduction and implementation of new software developments, reporting tools, interfaces and process reviews.</li> <li>• Contributing to working groups and project teams across the council as required.</li> </ul>
<b>General accountabilities and responsibilities</b>	
<b>Green Statement</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.</li> </ul>
<b>Data Protection/Confidentiality</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the Data Protection Act 2018 - treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles.</li> <li>▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures.</li> <li>▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.</li> </ul>
<b>Conduct and Whistleblowing</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.</li> </ul>
<b>Safer Working</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.</li> </ul>
<b>Equalities</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.</li> </ul>

<b>Customer Care</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.</li> </ul>
<b>Health and Safety</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>Being responsible for your own Health &amp; Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> </ul>
<b>To contribute as an effective and collaborative member of the team</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>Taking responsibility for continuing self-development and participating in training and development activities.</li> <li>Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>Supporting and contributing to value for money, service efficiencies and improvements.</li> </ul>
<b>Flexibility</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and broadly within the grading level and competence.</li> </ul>

## Person Specification

<b>Job Title:</b>			
<i>Method of candidate assessment: A= Application form I= Interview T= Test. Weighting: 3 = most important, 2 = least important</i>		<b>A-I-T</b>	<b>Weighting</b>
<b>Minimum education/ qualifications:</b>	Degree or equivalent- through qualification or prior learning	A-I-T	3
<b>Minimum experience/ knowledge/ skills:</b>	<ul style="list-style-type: none"> <li>Significant experience of manipulating, analysing and interpreting data, identifying the key findings and action or improvements that are needed as a result.</li> </ul>	A-I	<b>3</b>
	<ul style="list-style-type: none"> <li>Skills and experience of creation and maintenance of Business Object reports and the integration and extraction of SQL from these reports so that it can be used with Power BI.</li> </ul>	A-I	3
	<ul style="list-style-type: none"> <li>Experience of analysing data and summarising for different audiences.</li> </ul>	A-I	3
	<ul style="list-style-type: none"> <li>Strong ability to use or learn to use software to extract and manipulate data sets.</li> </ul>	A-I	3
	<ul style="list-style-type: none"> <li>Ability to carry out high level analysis of strategic trends and insight to provide advice.</li> </ul>	A-I	3
	<ul style="list-style-type: none"> <li>High level of data manipulation, analyse and interpret numerical data.</li> </ul>	A-I	3
	<ul style="list-style-type: none"> <li>Good knowledge of local government and the policy context around it.</li> </ul>	A-I	2
	<ul style="list-style-type: none"> <li>Good political and organisational awareness.</li> </ul>	A-I	2

<b>Minimum behaviours:</b>	<ul style="list-style-type: none"> <li>Effective team player. Able to work effectively in a partnership environment with colleagues from a diverse range of professional backgrounds.</li> </ul>	A-I	3
Communicating and influencing others	<ul style="list-style-type: none"> <li>Produces written communications which are clear, fluent, concise and jargon-free and are readily understood by intended recipients.</li> </ul>	A-I	2
	<ul style="list-style-type: none"> <li>Clear and compelling presentation of complex information in a range of formats to a variety of audiences.</li> </ul>	A-I	3
	<ul style="list-style-type: none"> <li>Able to build good relationships with staff at all levels and with external partners and organisations.</li> </ul>	A-I	3
Working together	<ul style="list-style-type: none"> <li>Highly adept at working in collaboration with teammates with different skills and specialisms</li> </ul>	A-I	3
	<ul style="list-style-type: none"> <li>Establishes and maintains constructive and open relationships with a wide range of people, achieving positive shared outcomes and sharing feedback.</li> </ul>	A-I	2
Driving improvement	<ul style="list-style-type: none"> <li>Improve processes and systems that enable analysis and insight, including technology, accessibility and new methods and techniques.</li> </ul>	A-I	2
	<ul style="list-style-type: none"> <li>Is self-motivated and looks for ways to improve data activities undertaken and investigate new sources of insight and data.</li> </ul>	A-I	3
	<ul style="list-style-type: none"> <li>Gives clear and honest feedback to colleagues and partners and embraces feedback about their own job performance.</li> </ul>	A-I	2
Adaptability	<ul style="list-style-type: none"> <li>Flexible about the roles and activities to be undertaken.</li> <li>Able to cover data specialisms when required.</li> </ul>	A-I	2
Leadership and managing people <i>(for those with line management responsibility)</i>			
Strategic perspective <i>(for senior management posts)</i>			
<b>Special conditions:</b>			
<b>Signature of Employee:</b>	<b>Name:</b>	<b>Date:</b>	