

## ROLE PROFILE

<b>Job Title:</b>	HR Data, systems and establishment specialist	<b>Job Code:</b>	R/H11
<b>Department:</b>	Corporate Services – Human Resources	<b>Version:</b>	1.0
<b>Reports To:</b>	Head of HR	<b>Date Created:</b>	February 2019
		<b>Grade:</b>	Grade J

<b>Is this a politically restricted Post?</b>	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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## ORGANISATIONAL CONTEXT

### Our Vision as an organisation is:

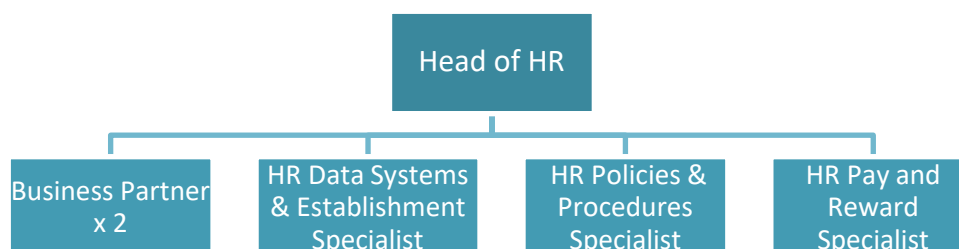
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our department contributes to this by:

Enabling the organisation to achieve its goals through the embedding of a culture of high performing teams who deliver at pace



## Job Overview:

- Be the HR technical lead and expert on all HR data and information systems, managing and controlling all aspects of these together with associated HR data and any GDPR implications.
- Lead on the development and provision of management information, key performance indicators and data in relation to HR metrics and business wide requirements, providing appropriate reporting and analysis to support HR's and the Combined Authority's business plans and strategies.
- Responsible for the reconfiguration and maintenance of current HR databases and systems to ensure the right tools are in place to collect and analyse all people information and intelligence. This includes the cleansing of all associated data to ensure accuracy and optimum efficiencies in the system to ensure the organisations establishment is managed and controlled.

- © Take a pro-active approach to participating and delivering of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

## CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.  
These indicate the end result or outputs for which the role holder is responsible.*

### People Contacts:

- Using technical expertise, liaise with, advise and guide team members, customers and wider stakeholders around the provision and use of key data and management information to support, encourage and ensure better ownership of people issues.
- Liaise with suppliers of systems to ensure contract management arrangements are in place and to achieve best use and value for money, building relationships with key suppliers
- Provide a range of user support including briefings, how to guides, process maps etc. to managers and staff on best use of the HR system.

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

### Technical Duties:

- Be the HR expert and technical lead for all HR data and information systems, using technical expertise to provide support, assistance, advice, guidance and solutions both within the HR team and wider organisation.
- In conjunction with the Finance team, devise, implement and manage systems for effective establishment control; ensuring posts are within and aligned to budgets and that any changes to establishment / structure follow a documented authorisation process, undertaking regular audits of finance and HR data to ensure consistency.
- Be the HR lead within a project team to procure and implement a new HR/Finance/ payroll system; providing advice and technical knowledge to shape requirements.
- Manage the HR systems contracts / licences as “assigned Officer”; managing contract performance and liaising with external system providers.
- Continually develop and provide a suite of reports on key HR data, i.e. absence rates, reasons for absence, employee turnover, workforce profile, performance reviews, agency staff etc. analysing data and reporting findings to underpin strategic departmental and organisational management of a range of people issues.
- Responsible for the establishment and provision of regular reports and KPI data to track HR effectiveness and value added to the organisation.
- Ensure the Combined Authority’s statutory obligations to report key data are complied with, i.e. workforce audits, transparency data, gender pay gap etc.
- Responsible for ensuring that the HR system is configured and maintained to reflect the organisation’s structure and establishment, discussing variances with managers and effecting changes as necessary. Provide regular reports on the establishment and HR related data for Combined Authority Leadership and other key stakeholders.
- Be the principal HR contact for liaison between the HR and ICT teams with regards to the ongoing development testing, upgrading and maintenance of HR systems.
- Oversee set-up and maintenance of the HR system, working with HR colleagues and managers to ensure accurate information is held e.g. posts, employee records, training records and other related information.

- Provide data and information for Business Partners and HR Advisors on HR related information to support business and workforce planning on a planned and ad hoc basis, i.e. freedom of information and subject access requests
- Carry out data cleansing exercises to ensure up to date, accurate and robust data is available and data integrity within the HR system is to the highest standard.
- Responsible for developing the system to improve its functionality and value, identifying and addressing any issues.

- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
- © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
- © Ensuring compliance with the Combined Authority's health and safety policy.

### **Impact & Influence:**

- Communicate and engage with senior stakeholders and the Corporate Performance team to determine the organisation's HR data requirements, using technical knowledge to provide advice around methods of selection and presentation to provide fit for purpose management information which business decisions can be based upon.
- Use solutions focused expertise and communication skills to influence and challenge existing ways of working to embed a culture of people performance data management alongside the performance management framework.
- Champion the HR aspects of the Combined Authority's work, promoting the HR function and team as enablers / partners whilst ensuring strong internal controls.

- © Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
- © Fosters good working relations across the organisation, building effective team relationships.

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

## THE PERSON

*To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- © Educated to degree level in a business field, or significant practical experience of data systems.
- © Practical experience of successfully performing in a similar role
- © Experience of working within a confidential and sensitive environment.
- © Significant knowledge of HR systems and extraction of data.

- Thorough understanding of the HR function, its role in the organisation and key HR drivers for business success.
- Extensive practical experience of implementing, developing and reporting on key performance indicators.
- Extensive practical experience of HR systems, processes and internal establishment controls.

### People:

- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.

- Significant experience communicating and fostering strong and effective internal partnerships with a variety of stakeholders.
- Experience of presenting technical information to a variety of audiences in an easily to understand format.
- Confident to challenge staff and managers about data and information.
- Demonstrable ability of sharing best practice and briefings with other team and organisation members.
- Ability to demonstrate versatility when working within a HR team environment.

### Technical:

- © Strong communication and negotiation skills.

- Significant experience of working with a range of HR/Payroll related software and systems, understanding database functionality and tables.
- Demonstrable ability to report from HR systems and databases, researching, interpreting and analysing complex data metrics and presenting this in an easily to understand format, providing analysis, reasoning and translation into everyday solutions and recommendations.
- Advanced user of Excel, with strong skills in other Microsoft office and data reporting packages.
- Experience of maintaining systems and internal controls.

### Impact & Influence:

- Proven experience of conveying information in a written, pictorial and oral format in a clear and concise style to influence management decisions.
- Experience of taking a partnership approach to working with non-HR colleagues.
- Strong communication skills with the ability to both advise and challenge.
- Solutions focused with experience of working in a changing environment.

## OUR VALUE & BEHAVIOURS

**Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.