



Role Profile

The Role	
Convention Job Title: Senior Systems Analyst	Reporting to: Assistant Director- HR Operations
Working Job Title:	
Function / Org Unit: People and Culture	No. of Direct Reports: 1
Job Family: HR Operations	
Base and travel: Southwater/no travel/working from home considered	Total No of Reporting Staff: 1
Job Dimensions: 35 hrs/week, with flexible or extended hours when required. (Will consider 30 hours)	Budget (Operating/Capital) 0
1.	<p>Job Purpose:</p> <p>To provide effective and proactive senior level support to the HR Systems Team, acting as a point of contact for all system and process queries, maintenance, enhancements and upgrades of systems, reporting and analytics, data management and the introduction of new systems and processes, through management of the HR IS team.</p>
2.	<p>Principal Accountabilities:</p> <p>HR Systems</p> <ul style="list-style-type: none"> • Optimising and implementing (new) data processes and systems to include the oversight and management of system enhancements to ensure the productive use of the overall package of RSPCA HRIS tools, which include i-trent, performance and ATS software

- Acting as a senior internal point of contact for queries received in relation to the following systems and processes:

- HR information and payroll software -(i-trent)
- Employee and Manager self-service
- Online workflow and processes including holiday, sickness, leavers and movers
- Performance review software
- Recruitment and on-boarding software
- HR information software

(Further to be added as the HRIS team develops)

- Leading the team on the maintenance, enhancements and upgrades to set HR systems and processes
- Working with the relevant HR centre of expertise, ensure that the workflow for each process is regularly reviewed and enhanced to maintain maximum efficiency
- Responsible for addressing a high volume of system-related activities in a timely fashion while maintaining a high level of quality and internal customer satisfaction

HR Systems

- Leading on the production of reporting and analytics in relation to the above systems and processes.
- Own, maintain and support the RSPCA agreed job establishment with regular reporting to ELT, working with Finance BP's, HR BP's and Recruitment.
- Leading on HR Data protection and reviewing procedures as required
- Maintain HR data tools, reporting, and dashboards.
- Analysis of key people data to provide stakeholders with meaningful management information that allows the Society to track people trends, progress and benchmark externally with emphasis on predictive analysis by production of standard (monthly, quarterly, and annual) and customised HR reports.
- Ensure team responds to HR data requests on an ad hoc basis by gathering, analysing, and reporting relevant data from various sources.
- Maintain HR data integrity by ensuring the accuracy and consistency of input data. Audit HR data and troubleshoot irregularities. Support data governance processes.

Communication, Training and Network

- Running regular training sessions for the wider P&C team in relation to the above systems and processes.
- Working with the HR Operations Manager ensure the HR Operations Assistants have the skills to provide first line support of HRIS issues.
- Leading on and maintaining relationships with key stakeholders linked to the above systems and processes.
- Leading on the creation of communications regarding enhancements to the above systems and processes.

Line management

- Providing line management support to the Systems Analyst role, including performance management, development and leadership.

Taking responsibility for any other duties considered to be within the scope of the Senior Systems Advisor role.

3. Key Competencies:

1. Specialist knowledge
2. Commercial & strategic thinking
3. Planning, action orientation & results driven
4. Quality orientation
5. Influencing & engagement
6. Oral and written communication
7. Flexibility and resilience
8. Personal motivation

4. Communications and Working Relationships:

- Work closely with the HR Operations Manager to ensure the use of HR information systems is optimised to support HR processes
- Support the HR centres of expertise (Reward, Recruitment, L&D etc) with their HR IS needs
- Relationships within IT
- Providing reporting to ELT and the Board
- Supporting HRD with all their data needs

5.	Framework, Boundaries, Decision Making Authority and Responsibility:
The Person	
6.	Qualifications: <ul style="list-style-type: none"> ● CIPD level 3 or willingness to work towards. ● Educated to A levels or equivalent
7.	Knowledge & Experience: <ul style="list-style-type: none"> ● A proven track record in a senior systems role ● Experience of i-trent ● Ability to identify and instigate change and process improvement ● Extensive knowledge of people MI data with analytical ability and experience of understanding requirements for people data dashboards along with building / devising appropriate measures to drive improvement ● Strong levels of accuracy and attention to detail ● Ability to coordinate and prioritise multiple tasks whilst working to meet deadlines ● Excellent communication and organisation skills ● Excellent stakeholder management - A team player, with the ability to establish effective working relationships with colleagues of all levels ● Experience of working with confidential and sensitive data ● The ability to work autonomously, taking full responsibility for the role ● Proactive and motivated, displaying a positive attitude ● Intermediate/Advanced level understanding of Excel ● Previous experience of providing line management
8.	Skills and Personal Qualities: <ul style="list-style-type: none"> ● Excellent verbal and written communication skills ● A strong aptitude for data collation, report production and analysis ● Ability to organise and prioritise own workload ● Work well in a team and self motivated ● Can work remotely and in an office environment ● Attention to detail ● Motivated

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Creation and Authorisation		
<i>Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
Profile written by: Caroline McCague	Role: AD	Date: Jan 21
Approved by (operations):	Role:	Date:
Approved by (HR):	Role:	Date:
Date Job last evaluated:		