

**JOB DESCRIPTION**  
(To be read in conjunction with Person Specification)

**Post title:** People Information and Systems Analyst

**Salary:** NJC 16

**Reports to:** Head of People

**Responsible for:** N/A

**Organisational Expectations:**

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment

Our aim is to provide a high quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

**Outline of Post:**

To be responsible for the development maintenance and continuous improvement of the HR, Recruitment and Payroll systems to maximise their use and to enhance service delivery.

To develop and maintain administration systems and processes to ensure the smooth running of the People and Payroll teams.

To provide expertise to the People and Payroll teams on all matters data, systems and processes; ensuring that colleagues are able to use and maintain compliant, effective, systems and processes for operational delivery and business partnering.

To lead on the production of reports to support internal and external business requirements.

<b>MAIN TASKS:</b>	
1.	Responsible for administering the HR and Recruitment Systems including inputting data, updating and maintenance.
2.	Develop and maintain appropriate systems and processes in order to provide a range of regular Management Reports in respect of HR topics, i.e. equality data, PDR, etc.
3.	Using various reporting and programming tools such as Access and Excel extract management information for decision making and compile and present the data in a variety of ways depending on audience and user requirements.

4.	To bring a creative and innovative approach to the development of the systems and processes in accordance with agreed service priorities.
5.	To provide accurate information from systems to inform key policy and business decision making.
6.	To be responsible for testing the integrity of data held in the HR, Recruitment and Payroll Systems.
7.	Maintain an awareness of best practice in HR administration and systems
8.	To provide staff training on relevant Systems and processes.
9.	To assist the Head of People and Payroll Lead with the project management of Systems developments.
10.	Responsible for dealing with enquires from colleagues and candidates regarding the HR and Recruitment Systems, including access support.
11.	Initial call handling from employees and candidates on HR related queries and concerns.
12.	Maintain electronic personnel files and other HR files.
13.	Administer HR and Recruitment data systems including inputting and updating data.
14.	To proactively identify gaps in HR management information in order to enhance organisational intelligence and to recommend and design, where appropriate new reports.
15.	Be the first point of contact for software suppliers.
16.	Support with the development and implementation of projects as required.
17.	To work with internal stakeholders and the requirements of the HR function to develop and enhance management reports, providing all management information reports in a professional consistent format with tables and graphs where required.
18.	Assist in the production and editing of websites for HR communications.
19.	Respond to general queries from managers and employees, signposting them to the appropriate policies and procedures.
20.	Ensure all personnel records are kept accurately and in line with GDPR legislation.
21.	Actively promote Diversity and Inclusion within day to day working and implementation of Inspire North's policies and Procedures.
22.	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
23.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its

	Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.
	<b>Please note</b> this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

## PERSON SPECIFICATION

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

<b>Approach</b>	<b>Essential</b> [insert ✓ where appropriate]	<b>Desirable</b> [insert ✓ where appropriate]	<b>Identified by:</b> A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		A, I
Solution focused and ability to challenge historic ways of working	✓		A, I
Demonstrate the ability to undertake work with high degree of accuracy and strong attention to detail. Identifying areas of continual improvement.	✓		A, I
<b>Knowledge and Skills</b>		<b>Desirable</b>	<b>Identified by:</b>
Excellent written and verbal communication skills	✓		A, I
Ability to research information and present reports	✓		A, I
Methodical with outstanding organisation, planning and administrative skills	✓		A, I, E
Ability to undertake work with high degree of accuracy and strong attention to detail.	✓		A, I, E
Excellent technical literacy of Microsoft Applications e.g. Word, Advanced Excel, Access, SharePoint, etc.	✓		A, I E
Specialist knowledge of reporting software with the ability to report on large data sets in a range of formats	✓		A, I

Excellent analytical skills to process and interpret complex information and present complex information in an understandable format	✓		A, I
Working knowledge of Information Governance, Information Security, Data Protection and GDPR	✓		A, I
Ability to prioritise, work calmly under pressure and meet tight deadlines	✓		A, I
Ability to build effective relationships with managers and employees	✓		A, I
Ability to demonstrate a proactive approach	✓		A, I
Working knowledge of HR/ Payroll/ Recruitment information systems	✓		A, I
Working knowledge of Chris 21/ HR21		✓	A
Working knowledge of Networx		✓	A
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
Language skills e.g. Urdu, BSL, etc.		✓	A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Proven experience of developing and maintaining HR/ Payroll/ Recruitment information systems	✓		A, I, E
Experience of providing and interpreting a wide range of electronic management information to achieve effective performance reporting	✓		A, I, E
Experience in system report development	✓		A, I, E
Experience in data collection, retrieval, analysis and reporting	✓		A, I, E
Substantial experience of working in an administration role	✓		A, I
Proven experience of office systems and file management	✓		A, I
Previous experience of working in a HR department	✓		A, I
Experience of working with confidential information where discretion is required	✓		A, I
Understanding and implementing policies and procedures		✓	A, I
Experience of mental health either as service user, carer, worker or volunteer		✓	A, I