

Group Member:		Luminate Group Services	
Job Title:		HR Data & Systems Analyst	
Reports to:		HR Data & Systems Lead	
Job Grade	LEG D	Department	HR Department

CORE RESPONSIBILITIES:

1. Support the day-to-day running of the HR system (iTrent) providing systems administration, user support and routine maintenance as required.
2. Analyse and interpret workforce information to identify trends, opportunities and risks and work in partnership with HR colleagues and managers across the group to continually improve.
3. Present data analysis in an informative manner to key individuals within the organisation and ensure the provision of timely reporting.
4. Produce external reports to comply with statutory and legislative requirements (Association of Colleges, FEW, National Statistics etc).
5. Configure system fields and functionality to meet the needs of HR information recording and reporting and liaise with the IT/Payroll Department as necessary.
6. Maintain the integrity of workforce structures within the HR system, ensuring timely changes to positions and the college's hierarchy are reflected accurately in the HR system.
7. Ensure data quality within the HR system is of the highest standard possible by monitoring effective use, accurate and timely inputting and providing training where required.
8. Work in partnership with IT and MIS colleagues to ensure the HR system is fully integrated with other Group systems as needed to provide an outstanding HR service.
9. Contribute to projects designed to streamline Group systems and improve the user experience.
10. Working with HR and Payroll identify, design and implement effective business support processes in response to the changing needs due to the implementation of legislative & LEG changes.
11. Liaise with current software suppliers to trouble-shoot problems occurring with current systems, as necessary, and to remain abreast and up to date with developments in technology and systems, and to discuss potential upgrade offers and needs.
12. Ability to participate in evening/weekend work as required.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the group's values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	HR Data & Systems Analyst
Department	HR Department

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C = Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to degree level or equivalent (relevant degree – Computer Science, IT, Business Management) or the ability to demonstrate equivalent experience.	A / C
E	Q2. English and Maths at Level 2 or above.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of maintaining an HR system to create an enhanced employee experience	A / I
E	EK2. Proven experience of maintaining iTrent and/or using Business Objects as a reporting tool.	A / I
D	EK3. Experience of systems development, risk management and testing	I
D	EK5. Experience of leading projects to continually improve the service	I
E	EK6. Experience of analysing and interpreting data and the production of management reports	A / I
E	EK8. Ability to demonstrate extensive experience/knowledge of use of Online Platforms and Microsoft Office Packages, including Word and Excel.	A

E	Ability to understand organisational priorities/issues and develop appropriate reporting to show patterns/trends and make recommendations	A
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Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent organisational and planning skills.	A / I
E	SC2. Able to provide training and guidance on system use to others.	A
E	SC3. Ability to design, develop and deliver systems and functionality improvements	A / I
E	SC4. Strong attention to detail	A
E	SC5. Ability to work to tight deadlines with competing demands	A / I
E	SC7. Ability to make sense of complex issues, identify and solve problems.	A / I
E	SC8 Strong communication and listening skills	A/I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I