



## Job Description

**POST TITLE:** Human Resources Officer - Management Information and Systems

**REPORTING TO:** HR Manager

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### MAIN PURPOSE OF THE POST:

To assist in the day-to-day running of the Human Resource area, taking a lead role on the HR MIS issues including maintaining and enhancing the day-to-day functionalities of the HR System, extracting information for management reports and working on the HESA staff return.

Given the size of the team the role holder may be required to provide assistance support to colleagues across a range of administrative issues on an ad hoc basis to support workloads.

### MAIN TASKS:

1. To act as the main System Controller maintaining and enhancing the day-to-day functionalities of the HR System including any future proofing where needed.
2. To provide support and training on the HR System (CivicaHR) to colleagues within the team, as well as to managers and staff on the self-service functionality. To support the development of video tutorials for users.
3. To maintain a range of system guides to support colleagues.
4. Working with colleagues across the team ensure that computerised HR records, including personal details, career changes, holidays and absence recording are accurate and up to date and that these changes are reflected in published structures.
5. To provide timely, accurate, statistical data and management reports on a monthly, quarterly and yearly basis to the HR Manager, Head of Human Resources, and external bodies; and contribute to other reports as required.
6. Under the supervision of the Head of HR to ensure the HESA reporting process and subsequent returns are completed within the yearly set time frames provided by HESA, ensuring that the information is up to date and accurate at the time of processing.
7. To collate, and where appropriate, provide information to Freedom of Information and Subject Access requests as requested by either the Head of HR or HR Manager.
8. To maintain a suite of reports from across multiple systems to assist HR activities within the team e.g. sickness triggers for the HR Advisers, learning and development activities for reports or ad hoc reports for specific reasons as requested by either a Senior HR Adviser, the HR Manager or Head of HR.

9. To ensure that the HR system maintains up to date information relating to research activity and provide information as required for any future Research Excellence Framework exercise as required by the Head of HR.
10. To assist in the manipulation and analysis of data of information extracted from the system for a range of reports and uses.
11. To participate in the Job Evaluation of new roles and re-evaluation of current roles as and when required throughout the year and ensure that all relevant systems are updated
12. To maintain strict confidentiality at all times and ensure that all procedures relating to data protection and retention are followed.
13. To assist in other HR activities such as assisting in DSE assessments and the recording of equipment issued, providing support to the Timetabling Manager with Celcat and timetabling or occasionally supporting colleagues by taking notes in meetings
14. To maintain and update information held on the HR PORTAL and wider University website.

#### **Other**

15. To comply with all relevant University policies and procedures.
16. In the context of University and personal development to carry out any other duties that are commensurate with the role and as instructed by either the HR Manager or the Head of HR.
17. To adhere to and actively support the University's Diversity, Equality and Inclusion policies and their implementation.
18. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.

**PERSON SPECIFICATION:**

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>		
Educated to a minimum of degree level or equivalent	Essential	Application Form & Certificate
<b>Skills/Knowledge</b>		
A demonstrable working understanding of data protection and its application in an HR environment	Essential	Application Form / Interview
Proven good verbal and written communication skills in a work environment including the ability to deliver complex information in a clear and succinct manner to a range of stakeholders.	Essential	Application Form / Interview
Proven organisational skills in a work environment including the ability to manage your own workload	Essential	Application Form/Interview
Proven excellent skills relating to accuracy and attention to detail in an administrative environment	Essential	Application Form/Interview
<b>Experience</b>		
Experience of working in a HR or similar environment	Essential	Application Form / Interview
Proven working experience of using, maintaining, developing and extracting information from IT systems for Management Information purposes	Essential	Application Form / Interview
Extensive experience in a work environment in using the Microsoft Office suite including Excel to an Intermediate level	Essential	Application Form / Interview
Working experience of producing and analysing statistical data and producing reports based on that data	Essential	Application Form / Interview
Experience of using CivicaHR	Desirable	Application Form / Interview
Experience of dealing with statutory returns such as the HESA Staff Return	Desirable	Application Form / Interview
<b>Personal Qualities</b>		
A proven ability to work effectively as a member of a team and on your own initiative	Essential	Application Form / Interview
Proven experience of working in an environment where strict confidentiality has to be maintained.	Essential	Interview
An understanding of Diversity, Equality and Inclusion issues as they relate to the role in an HR environment	Essential	Application Form / Interview
Excellent interpersonal skills	Essential	Application Form / Interview

**This job description is a guide to the duties of the role and may be reviewed on an ongoing basis.**