



# Job Description

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St. Helens Council

<b>Post:</b>	<b>HR Systems &amp; Management Information Officer</b>
<b>Post Number:</b>	<b>CCM119</b>
<b>Department:</b>	<b>Corporate Services</b>
<b>Grade:</b>	<b>SCP 26-28</b>
<b>Responsible to:</b>	<b>HR Manager</b>
<b>Responsible for:</b>	<b>Staff assigned to project work</b>

## **Purpose of the Post:**

Responsible for maintaining and developing systems including integration between HR systems and other business systems

Provide Management Information (MI) reports and analysis to inform decision making at all levels of the HR team, and across the Council

Be responsible for HR statutory returns

## **Duties and Responsibilities:**

1. To assist with the ongoing development of the Core HR system, including the development of specifications, liaison with I.T. Developers, undertaking and overseeing user testing, monitoring implementation of system changes.
2. Be responsible for the review, revision and maintenance of HR systems and infrastructure and liaise with the Payroll Manager regarding links to the Payroll System.
3. Undertake HR system audits to ensure the integrity of the data contained within and liaise with users regarding outcomes. Continually promote opportunities for improving data collection, input and quality.
4. Provide key MI reports on a regular basis.
5. To provide business analysis and recommendations for solutions
6. To act as first line support for all queries relating to HR systems, acting as the main point of contact for queries relating to data, reporting and system usage.



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7. Report on HR processes and procedures to ensure accuracy and effective service delivery
8. Lead on driving integrating systems with business processes
9. Provide support on other HR systems and links such as the TMS, HR Training System, HR related Internet and Intranet pages / links
10. Provide ongoing employee training on HR systems to embed good practice systems usage
11. Conduct analysis of data using available reporting tools, Excel and other software providing MI information and reports
12. Be responsible for the collation and submission of key statutory and non-statutory HR returns
13. Developing and maintaining user guides, e-learning material and one to one training both in person and remotely
14. Be the key contact for HR data and integration queries from other internal stake holders such as IT and Finance
15. Participate in and support business projects as required
16. Lead on system / process related development projects as required, including specific assignments as directed involving a project team
17. Development of service externally including marketing of SLA Online. Services to schools and academies and other SLA engagements
18. Support the development of employee benefits package
19. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
20. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
21. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

**This post is not subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**



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**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: August 2018**