



# Person Specification

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St. Helens Council

**Job Title: HR Systems & Management Information Officer**

**Ref No: CCM119**

Knowledge	E = Essential D = Desirable	Identified By
Understanding of data protection regulations	E	A / I
Understanding of people data and analysis	E	A / I
Knowledge of HR Information Systems	E	A / I
Knowledge and understanding of HR practice	E	A / I
Knowledge of statutory returns	E	A / I
Knowledge of Payroll Systems	D	A / I
Skills and Abilities	E = Essential D = Desirable	Identified By
Ability to identify data integrity issues and opportunities for improving data quality	E	A / I
Ability to analyse data and produce accurate management information	E	A / I / T
To be able to demonstrate high analytical skills	E	A / I / T
To be able to conduct mathematical operations and calculate descriptive statistics	E	A / I / T
To be able to demonstrate advanced excel skills including worksheet functions and pivot tables	E	A / I / T
To demonstrate use of reporting tools	E	A / I
Ability to produce visual data in different and innovative ways	E	A / I / T
Strong communication skills - to support training and explanation of data and insights	E	A / I / P
Ability to manage own workload and competing		



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demands	E	A / I
Ability to work as part of a multi-disciplinary team	E	A / I
Ability to oversee and coordinate presentations	E	A / I / P
Ability to present information in a clear and understandable format	E	A / I / T / P
<b>Experience</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Providing training on systems to embed good practice systems usage	E	A / I
HR Systems experience - implementation, customisation & maintenance	E	A / I
Working in a customer focussed environment	E	A / I
Experience of project working	E	A / I
Experience in collating information for statutory returns	E	A / I
Experience in the development of business processes to drive service improvement and delivery	E	A / I
<b>Qualifications</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
A-Level / NVQ 3 qualification in relevant discipline	D	A / I
Graduate	D	A / I
<b>Other Circumstances</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	<b>E</b>	<b>Interview</b>