| Black RSPCA logo©.jpeg | Job Description |  |
| --- | --- | --- |

**Job Title:** HR Systems Analyst

**Department/Team:** People and Culture / HR

**Location:** HQ

**Line Manager’s Title:**  Assistant Director People and Culture

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **1.** **Overall Job Purpose**

To be the Society’s internal specialist on iTrent (the HR, Payroll & L&D information system). To optimise and develop the use of iTrent driven by the HR and wider organisation plan. Manage the change control process to ensure changes meet business needs and are thoroughly tested. Plan and manage the application of system upgrades, patching and the implementation of new functionality and new modules, on all iTrent environments. Produce HR management information for statutory reporting, benchmarking and other purposes as required. Chairing the iTrent user group and iTrent Steering Group.

**2.** **Structure**

See Establishment Structure Charts.

**3.** **Key Tasks/Job Description**

| Reporting and Management Information (MI).* Produce HR management information for statutory reporting and benchmarking.
* Produce data/as hoc reports for other purposes as required.

Planning and Project management* Plan and manage the application of system upgrades, patching and the implementation of new functionality and new modules, on all iTrent environments.
* Scope and plan development work and the implementation of new functionality in support of new and existing organisational/HR initiatives.

Development of iTrent* Review the existing use of iTrent functionality and propose improvements
* To develop automated processes and workflows to support the HR team e.g.

 End of fixed term contract trigger email to manager. Report of the above for workflow schedule expectations for HR team. * Test and implement new system configuration/processing as agreed by the user and steering groups.

Integration* Develop the integration and/or interfaces between iTrent and other systems to achieve the best solution for managing data and within data protection guidelines. Work with the IT department and software supplier to resolve any integration issues.

Responsibilities - To be the Society’s internal specialist on iTrent (the HR, Payroll & L&D information system* Managing the change control process to ensure changes meet business needs and are thoroughly tested, using standard test scripts. Checking what need to be done and whether this is achieved by the system.
* Be the second line systems support for iTrent users, dealing with user queries and resolving issues escalated by the HR System Administrator
* Chair the iTrent user group and iTrent Steering Group.
* Line management of the HR System Administrator.
 |
| --- |
|  |

While at work all staff are required to:

* Adhere to the Society’s charitable objectives which are to promote kindness and prevent cruelty to animals.
* Understand and comply with the Society Code of Conduct.
* Take care of their own health and safety and that of others who may be affected by their acts and omissions.
* Co-operate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other

reasonable duties as necessary to meet the needs of the Society.

**4.** **Person Specification**

Please see person specification attached (appendix A).

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This job description is a statement of the job content required as of September 2017. It should not be seen as precluding future changes.

Appendix A

**PERSON SPECIFICATION**

**Organisation Development Officer (HR Systems Analyst)**

|  | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS**  | Degree level education or equivalent.CIPD or equivalent by experience. | Masters Level Education |
| **EXPERIENCE**  | Experience of working in an HR department.Understanding of HR and Payroll processes.Knowledge/experience of HR & Payroll databases/HR Information Systems.Broad iTrent experience including configuration.Knowledge of data protection legislation.Experience of systems testing.Experience of systems training.Understanding of database structuresKnowledge of process improvement methodologies.Project working experience.Experience of organisational change. | In-depth knowledge of employment legislation, including those relating to pay and reward Experience of using Google system |
| **SKILLS AND COMPETENCIES** | Expert knowledge of iTrent. |  |
| **PERSONAL QUALITIES** | Organised, methodical approachEye for detail |  |
| **SPECIAL CIRCUMSTANCES (if any)** | Comfortable around dogs |  |

#####