

JOB DESCRIPTION and PERSON SPECIFICATION

JOB DESCRIPTION	
Job Title:	HR Systems and Reporting Administrator
Team:	HR
Reports to:	HR Systems and Reporting Specialist
Role Purpose:	To support systems, reporting and data activity across the People Function
Scope:	To provide assistance for the development and maintenance of all People Team Systems, working closely with team members to support them with system utilisation
Accountabilities:	<ul style="list-style-type: none"> • Managing the systems mailbox, dealing with day-to-day queries, and escalating as appropriate • Identifying trends in queries and working with the team to put in place potential system developments and / or training material • Providing support with the testing and implementation of new functionality • Supporting users with the adoption of the systems • Undertaking root cause analysis of any system issues identified • Maintaining organisational structures, workflow redirections, tables, roles, and permissions • Assisting with the management of cyclical changes to the HR solution, for example annual pay reviews, National Minimum Wage updates • Assisting with the collation and delivery of key reporting metrics • Raising any data quality issues so that they can be addressed • Supporting with regular UAT testing following system upgrades • Auditing the data integrity of the HR systems and ensuring consistency across all systems • Creating and maintaining administration guides to support the HR Reporting and Systems team

PERSON SPECIFICATION	
Knowledge:	<ul style="list-style-type: none"> • Previous systems Administration experience • Knowledge of HR systems and administration desirable
Skills and Experience:	<ul style="list-style-type: none"> • Skilled in using Microsoft products (specifically Excel, Word, PowerPoint, and Project) • Experience of troubleshooting problems • Experience of dealing with a variety of stakeholders • Analytical skillset • Experience of working in large scale, fast moving, multi-site organisations is desirable

Competencies:	<ul style="list-style-type: none">• Excellent attention to detail• Excellent communication skills at all levels• Proactive approach• Able to plan and prioritise tasks• Problem Solving• Flexible and adaptable• Open to learning and researching different topic areas
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