



## Candidate Information

**Position:** HR Technology and Analytics Manager  
**School/Department:** People and Culture  
**Reference:** 22/110531  
**Closing Date:** Monday 9 January 2023  
**Salary:** £43,414 - £53,353 per annum  
**Anticipated Interview Date:** Monday 23 January 2023

### **JOB PURPOSE:**

To lead, develop and manage the People and Culture (HR) systems infrastructure, technology, associated data analytics and the systems team to deliver an effective and efficient operation and dataset to best support the delivery of University strategic goals and operations.

The post holder will manage delivery of the strategy, planning and implementation of key technology and analytics objectives, operational and statutory reporting, and work in collaboration with the P&C Leadership Team on strategic insight and performance analytics.

The role will require the management of a number of technology and analytics development projects. This is in addition to ensuring the maintenance and the ongoing accessibility and support levels of the production systems.

### **MAJOR DUTIES:**

1. Manage the HR Technology and Analytics team in providing a professional, effective approach to project initiation through to implementation and completion, whilst providing strong operational management of day to day support for HR systems.
2. Manage the ongoing technical development, maintenance and support of the HR systems through the planning and implementation of changes related to software upgrades, legislative changes or changes to University policy or procedure. Work with IS colleagues to ensure the integrity and security of systems and data throughout.
3. Identify, define, agree and manage the systems and technology development targets through detailed consultation with senior stakeholders and Directorate colleagues, ensuring targets are aligned with University strategy and Directorate priorities.
4. Lead, monitor and drive progress against project plan milestones to ensure delivery of key targets and objectives on time, within budget and of the standard/quality required.
5. Use substantial knowledge to advise senior stakeholders on effective utilisation of the HR technology, influencing strategies and defining and proposing improvements or enhancements to policies and processes through leveraging technology. Provide advice to all areas of the University on how HR technology can contribute to resolving current issues or improving work methods.
6. Work with colleagues in Information Services to provide the optimum business/IT operation in support of HR technology and analytics. Ensure data and system security and resilience remain an understood priority within business areas.
7. Work with colleagues in Faculty and Professional Services to deliver integrated data and analytics to support colleagues in key business activities. Ensure the HR Systems team is pro-active in assessing the benefits and drawbacks of new technology in this space.
8. Identify, develop and manage accurate HR data sets to facilitate P&C key performance indicators, operational and statutory reporting (HESA, SWAN, Equal Pay). Provide user training and advice to P&C staff on interrogation, extraction and utilisation of the data.
9. Manage the HR Technology and Analytics team including staff development, resource management, delegation and prioritisation of work packages to ensure they have the necessary skillsets to provide technical, analytical and customer focused support to deliver a high quality, value add service.

10. Manage budgets, including monitoring and controlling expenditure of approximately (£150K) and the allocation of resources. Provide financial reports and budget projections to senior manager as required.
11. Report to and participate in relevant University departmental committees as required by the post. Prepare and present appropriately detailed reports and deliver briefings for stakeholders as required.
12. Maintain awareness of internal and external developments that may influence the future development strategies, particularly in the areas of Human Resources, Finance/Payroll and the Higher Education sector. Keep abreast of legislative requirements that influence the service provided and/or data retained in the system to enable pre-emptive action.
13. Contribute to the successful delivery of digital transformation. Ensure professional and quality standards are maintained and applied with the area of activity.
14. Any other duties that fall within the general ambit of the post.

**ESSENTIAL CRITERIA:**

1. Minimum of Degree (or higher degree) in Business or related relevant subject. OR, Substantial relevant experience of developing and supporting HR Management Systems.
2. Minimum of 4 years' relevant experience of developing and supporting HR Management systems.
3. Proven track record of working with iTrent to develop and implement solutions in a large, complex organisation - To include solutions involving iTrent integration with other platforms/systems demonstrating where goals have been met, on time and within budget.
4. Relevant experience of working with senior stakeholders in the establishment, delivery and implementation of goals that contributes significantly to key organisation priorities.
5. Experience of efficiently managing a budget.
6. Experience in managing a multi-disciplinary team towards significant goal(s) in the organisation (including analytical and planning skills to organise the workloads of multi-tasking resources to meet completion dates for tasks).
7. Demonstrable technical knowledge including interpreting business requirements and articulating the technicalities involved through to assessing plausible solutions.
8. Demonstrable knowledge of the processes and requirements in the fields of Human Resources, Finance and Payroll - how they interact and to enable the provision of systematic or automated solutions, where possible, to meet imminent requirements.
9. Excellent communication skills.
10. Demonstrable ability to develop innovative strategies and solutions to meet dynamic customer requirements.
11. Ability to work effectively on own initiative and as a member of a team.
12. Excellent interpersonal skills.
13. Analytical skills.
14. Persuasive skills.

**DESIRABLE CRITERIA:**

1. PRINCE2 Practitioner.
2. Experience of report writer or insights tools such as Business Objects, Power BI, etc.