

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	People Systems and MI Adviser
Reports to	Organisational Development Business Partner
Department	People & Organisational Development
Grade	SCP27-31
Contract	Permanent
Location	Ashington or Bede Campus

OVERALL PURPOSE

The People Systems and Management Information Adviser is pivotal to the People & Organisational Development (P&OD) team service delivery. With the purpose being to:

- Drive improvements in people systems and processes to enhance efficiency and accuracy.
- Provide timely and relevant management information to enable evidence based business decisions.
- Develop the range and sophistication of people data reporting mechanisms and dashboards.
- Steer any system migration activity, as required.
- Contribute effectively to the alignment of people process and system workflows.

ROLE PURPOSE

Responsible for:

- Effective use of all people systems used by P&OD including e-recruitment, Midland HR, and learning management systems
- Align system flows to people processes to ensure systems are used to their full potential to maximise efficiencies and improve the employee experience
- Maintain and support the improvement of the interface between people systems and other College systems
- Develop P&OD team capabilities to use systems to their full potential
- Producing daily, monthly, annual and ad hoc MI as required
- Develop People Dashboards, highlighting trends and indicating insights to the People Management Team to inform evidence-based people practice
- Complete external and statutory reporting in a timely manner
- Support a timely P&OD response to subject access requests and freedom on information requests through the provision of relevant data

ROLE RESPONSIBILITIES

Systems Improvement:

- Collaborate with P&OD team members to identify areas for improvement in people systems and processes.
- Lead the design, implementation, and optimisation of people systems to ensure they meet the needs of the College.
- Troubleshoot and resolve system-related issues, working closely with IT and other departments when necessary.
- Stay informed about advancements in HR technology and recommend relevant updates or enhancements.

Data Management:

- Provide guidance for the ongoing maintenance of employee records, promoting accuracy and compliance with data protection regulations.
- Develop and implement data quality standards to ensure the integrity of people data.
- Conduct regular audits to identify and rectify discrepancies in the people database.

Management Information (MI):

- Generate and distribute regular and ad-hoc MI reports to inform decision-making within the P&OD team and across the College.
- Collaborate with key stakeholders to understand information requirements and tailor MI reports accordingly.
- Highlight HR data trends and provide insights to support strategic people and business decisions.

Process Efficiency:

- Identify opportunities for process automation and streamline people workflows.
- Work closely with the P&OD team to develop and document efficient processes.
- Provide training and support to the P&OD team on the effective use of people systems and processes.

Compliance and Reporting:

- Ensure people systems and processes comply with relevant legislation and policies.
- Prepare and submit statutory people related reports as required.

GENERAL RESPONSIBILITIES

- Take responsibility for own continuous Professional Development and participate in any learning and development opportunities relevant to the role as and when required.

- Attend external and internal meetings as and when required and proactively contribute towards these meetings.
- Contribute to the continuous improvement of the department, as appropriate.
- To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- Ensure a safe and secure environment for students in accordance with the College Safeguarding and Health and Safety Policies and complete appropriate risk assessments in line with College Risk Assessment Policy.
- Undertake such other duties as are reasonably allocated either permanently or from time to time.
- Work at any of the College sites on a temporary or indefinite basis – in line with your contract of employment

PERSON SPECIFICATION – Job Title Post Reference:	ASSESSMENT METHOD						
	Essential	Desirable		Certificate	Application Documents	Reference	Selection Process
Qualifications / Apprenticeships							
Level 2 Mathematics	★						
Level 2 English	★						
Level 4 qualification in data analysis, or willing to work towards, or equivalent experience Example: Level 4 Data Analyst Apprenticeship		★					
Skills and Experience							
Experience of identifying and highlighting trends in data	★						
Strong analytical skills, with the ability to analyse and interpret data		★					
Experience of producing and reporting MI, ideally including People MI	★						
Proven experience in systems management, process improvement, and MI reporting	★						
Technical proficiency in HR Information Systems (HRIS), eRecruitment, and / or learning management systems and related software, including new system implementation	★						
Experience with one or more of the following systems: Midland HR System, Stonefish eRecruitment System, Docebo Learning Management System		★					
Demonstrated ability to train and support employees in effective system utilisation	★						
Experience in identifying and implementing process improvements to enhance operational efficiency		★					
Able to manage multiple priorities and work to set deadlines with high	★						

PERSON SPECIFICATION – Job Title Post Reference:	ASSESSMENT METHOD					
	Essential	Desirable	Certificate	Application Documents	Reference	Selection Process
levels of daily independence						
Clear and concise written and spoken communication skills	★					
Track record of successful collaboration with cross-functional teams	★					
Knowledge and Understanding						
In-depth understanding of People systems, processes and best practices	★					
Knowledge of emerging technologies and trends in People Information Systems and management information	★					
Understanding of data analysis techniques and the ability to derive actionable insights		★				
Awareness of statutory HR reporting requirements and compliance standards		★				
Strong knowledge of Microsoft Excel	★					
Expert of Power BI to create Dashboards	★					
Other/personal attributes						
Ethical and principled approach to data management and information confidentiality	★					
Strong problem-solving skills with a keen attention to detail	★					
Team player with a collaborative and inclusive working style	★					
Adaptability and openness to learning in a dynamic and evolving environment	★					
Ability to think critically and contribute to decision-making	★					
Proactive and results- oriented, with a commitment to driving positive change	★					

PERSON SPECIFICATION – Job Title Post Reference:	ASSESSMENT METHOD					
	Essential	Desirable	Certificate	Application Documents	Reference	Selection Process
Excellent organisational and time management skills	★					
Ability to work well under pressure and meet deadlines	★					
Suitability to work with children and young people	★		★ Criminal records check via DBS	★	★	★
To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.	★			★		★
To uphold British Values, the college values and responsibilities with regard to equality, diversity and inclusion.	★			★		★
To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	★			★		