

***JOB DESCRIPTION***

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| **Job Title:** | HRIS and Insights Officer – Central Services |
| **Responsible to:** | HR Manager |
| **Location** | Hillbrook House, Redhill |
| **Hours per week** | 35 hours, hybrid working |
| **Job Purpose:** | * To provide technical system support for the HRIS and other associated HR systems, such as the third party provider for DBS disclosures. * To provide analytics/insight into meaningful management information data and metrics. * To provide assistance with the delivery of training interventions for staff and managers in both HR IT systems and HR related courses. |
| **Main Responsibilities:** | * To assist the HR manager in managing all HR systems and management information projects, in particular rota, time and attendance, recruitment, onboarding and performance modules using Healthbox HR. * To lead on ensuring the weekly upload of all DBS information received from third party provider into Healthbox and, ensuring renewals are requested in a timely manner no less than 2 months before expiry date. * To manage and develop an effective professional HR Information and systems service for managers and staff across the YMCAES. * To provide business focused information solutions to support the provision of high quality, productive and innovative services across the organisation. * To provide high quality management and workforce information and reports to support governance, and undertaking activities to maintain optimum data accuracy for all electronic workforce information to ensure data compliance. * To build and maintain strong relationships with key stakeholders, in particular Finance. * To be the HR systems owner and work with the rest of the HR Team to maintain data (standards and governance) and to ensure processes and procedures are lean, understood and followed across the organisation. * To assist the HR Manager by ensuring YMCAES complies with all statutory HR reporting requirements through the use of its HR systems within the defined deadlines. * To ensure that all systems (existing and in development) are appropriately transitioned into live support. This includes leading the HR team to ensure service level arrangements met, allowing the customer smooth and clear access to support and guidance. * To highlight areas where system development could improve processes and staff efficiencies and work with key stakeholders on delivering these. * To liaise with Finance Department to ensure compliance with audit requirements, provide data, resolve coding discrepancies and provide support to ensure shared data is aligned between all systems. * To ensure documentation is maintained for all processes, investigations and changes for Information production and System maintenance, testing and implementation. * To assist the HR Manager in developing and delivering a wide approach to OD and Learning & Development ensuring it is aligned with the strategic priorities. * Training Programme: to develop and manage the organisational training programme in line with organisational requirement, following all aspects of the training cycle including designing/delivering/commissioning quality interventions through to evaluation. * Any other duties are required to be performed within the grade and renumeration of the role. Any other duties are required to be performed within the grade and renumeration of the role. – this is mandatory * We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. This role will require an enhanced DBS disclosure. We require you to understand and demonstrate this commitment and attend any required training |

**PERSON SPECIFICATION:** Human Resources Assistant

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|  |  | **Essential** | **Desirable** |
| **Qualifications, Education & Training:** | * CIPD Level 5 in Human Resources Practice or equivalent through relevant recent work experience | X |  |
| **Experience:** | * Strong HR / People process knowledge | X |  |
|  | * Experience of working for the NfP/ Third Sector |  | X |
|  | * Demonstrable experience of managing people data, reporting, systems or insights | X |  |
|  | * Experience of successfully delivering and driving the continuous improvement agenda in a HR / People team | X |  |
|  | * Experience of leading implementations of new digital people systems – throughout the lifecycle from assessing vendors, to embedding & training | X |  |
|  | * Experience of developing, designing and delivering HR people related training to a wide audience of participants | X |  |
|  | * Ability to be able to think creatively to solve problems and overcome barriers and obstacles whilst dealing with conflict with a diplomatic approach | X |  |
|  | * Numerate and a lateral thinker, good at data analysis with a strong attention to detail | X |  |
|  | * Ability to deal with confidential information in a professional manner | X |  |
|  | * Ability to build effective relationships with line managers and employees | X |  |
|  | * Subject to a satisfactory Enhanced DBS disclosure | X |  |
|  | * Commitment to the values, aims and mission of YMCA East Surrey | X |  |
|  | * Understanding and commitment to equality, diversity and inclusion for staff, services users and stakeholders (mandatory) | X |  |