



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: HR Analyst, Information and Systems

Department/Division:
Human Resources

Accountable to:
HR Manager, Information and Systems

Competency	Criteria	E/D
1 Knowledge and Experience	Excellent IT skills, and knowledge of Microsoft Word, Excel and Outlook	E
	Experience of using MS Excel to an advanced level (including pivot tables and lookups)	E
	Experience of having written reports using Business Objects or similar database reporting tools and using visualisation tools such as Tableau	E
	Knowledge of the data held by HR and an understanding of how this data can contribute to management decision making	E
	Experience of providing system administration support to ResourceLink or a similar integrated HR and Payroll Information System	E
	Experience of using Engage ATS or a similar online recruitment system	E
	Knowledge of the Data Protection Act and GDPR	E
	Experience of working in a Higher Education environment	D
	Experience of providing HESA data	D
	Experience of Contensis or a similar web content management system (CMS)	D
2 Communication	Examples of having conveyed information to individuals on the phone, by e-mail and face to face	E
	Examples of having compiled statistics from existing data and providing descriptive reports	E
	Experience of documenting new procedures, for information and training purposes	E



	<p>Explaining problems with data and databases to colleagues, vendor helpdesks or external consultants</p> <p>Examples of explaining complex information to a variety of different people, both verbally and in writing</p> <p>Experience of developing delivering training in system functionality for a range of stakeholders</p>	<p>E</p> <p>E</p> <p>D</p>
3 Service delivery	<p>Evidence of having responded to questions from colleagues, internal and external contacts, drawing on prepared materials</p> <p>Evidence of providing first-line helpdesk support after having discussed customer needs to establish, and deliver, the best solution available</p>	<p>E</p> <p>E</p>
4 Planning and organising resources	<p>Evidence of having worked within strict deadlines</p> <p>Evidence of having responsibility for own time-management and personal organisations</p> <p>Ability to pay attention to details and to assess the accuracy of data provided</p>	<p>E</p> <p>E</p> <p>E</p>
5 Teamwork and motivation	<p>Evidence of having participated in and actively contributed to a team</p> <p>Evidence of working in project teams</p>	<p>E</p> <p>E</p>
6 Decision Making	<p>Examples of making decisions based upon existing guidelines and data</p> <p>Evidence of deciding how best to structure databases or reports, assessing pros and cons of various options</p>	<p>E</p> <p>E</p>
7 Initiative and problem solving	<p>Examples of using initiative and creativity to resolve problems</p>	<p>E</p>

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.