



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: HR Analyst- Information and Systems

Department/Division:
Human Resources

Accountable to:
HR Manager, Information and Systems

Job Summary

The HR Division supports all the people management activities within the School and is organised around 3 broad groups: HR Partners, HR Services and HR Specialists. This role is part of the HR Specialist area and reports to the HR Manager: Information & Systems.

The core focus of this role is to provide high quality management information and systems development within the HR Division and for the School. This will involve working closely with a variety of HR colleagues to provide effective communication, continuous development, delivery and deployment of management information and systems within the Division and across the School.

Duties and Responsibilities

Management Information

- Support the HR Manager, Information & Systems in the provision of a variety of HR metrics.
- Take a lead role in the development of HR management information reporting, including developing new reports and new software.
- Prepare ad hoc reports based on HR and Payroll data for use by HR Specialists, HR Services, HR Partners and other managers in the School.
- Provide regular monthly management information, including staff FTE statistics, notification of starters and leavers reports and School sickness reports.
- Advise on appropriateness of data for its proposed use and suggest more potentially suitable alternatives where necessary.
- Provide information, in response to personal and management requests, in accordance with the principles of the Data Protection Act.



Systems

- Support the HR Manager: Information & Systems in the development of ResourceLink, the HR / Payroll database including employee and manager self-service; and the e-recruitment system Engage ATS to ensure both meet the best needs of the HR Division and the LSE as a whole.
- Contribute to system upgrades and software testing
- Carry out a variety of ResourceLink and Engage ATS administration tasks, under the guidance of the HR Manager, Information & Systems

HR Website

- Maintain the HR Information & Systems content on the HR website
- Keep the structure and content of the HR Specialists web presence under review and recommend developments accordingly
- Support HR colleagues in developing new web content ensuring that it conforms to web writing best practices, so that it can be easily understood and acted on.
- Contribute to, and, where appropriate, lead on, new website requirements, e.g. 'mini-projects' due to specific reform or introduction of new requirements.
- Make sure that all content is structured and meets any SEO requirements in order to be easily navigated or found.
- Maintain good stakeholder relations with content owners and creators with the HR Division.
- Train new content owners and creators, with clearly defined roles and responsibilities, within the HR Division as necessary
- To be the key point of contact between IMT and the HR Division in all web-related matters.
- Develop and maintain up-to-date knowledge of content production to provide expert help and advice to colleagues across the Division.

Other duties

- Support and champion the introduction and implementation of new software developments, reporting tools, interfaces and process reviews
- Contribute to working groups / project teams across the HR Division as required

**Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.