



## HR Analyst

### Job description and person specification

**Accountable to:** Head of Employee Engagement & Reward

#### Purpose of the role

Develop and maintain accurate records relating to pay, terms and conditions, benefits, colleague survey and implementation strategies, and produce and analyse reports in relation to the same, including taking responsibility and recommending actions, suppliers, processes and improvements within defined areas.

#### Core Tasks

- Maintain accurate central records of all core and TUPE terms and conditions and implementation of pay strategy across the Group to ensure accuracy, efficiency and help improve processes and consistency.
- Maintain current central pay tables for all Operations pay rates which are used by Payroll, Resourcing, Finance and managers in Operations.
- Produce monthly colleague turnover reports.
- Produce and publish annual accurate gender and ethnicity pay gap reports.
- Model costings for pay review process and provide the Payroll team with detailed and accurate data and instructions for processing pay uplifts.
- Conduct pay benchmarking and participate in salary surveys as required
- Coordinate annual Great Place to Work colleague survey launch, including agreeing final version, headcount, colleague communications plan. Also produce and analyse results and share with areas/depts.
- Manage colleague wellbeing and benefit schemes such as EAP, Health Cash Plan, Shopping Discounts and Salary Advance – hold regular performance meetings with the providers, review MI and provide summary reports and also regular communications to help raise colleague awareness and participation.

- Maintain the Benefits and HR sections of the intranet and ensure the information is up to date.
- GDPR – ensure GDPR compliance for all areas within engagement and reward function.
- Collect, analyse, and interpret HR data from various internal source to develop and maintain standard and ad-hoc reports in line with remuneration strategy, pay reviews, payroll and recruitment needs.
- Support or lead on various projects and activities as required to deliver the engagement or reward remit.
- Undertake other tasks from time to time as required by the Head of Engagement & Reward.

## **Interactions**

- Develop collaborative relationships with key stakeholders, including Payroll, HR, Resourcing, Internal comms.

## **Please note:**

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

In addition to the above you are expected to:

- Maintain confidentiality in accordance with our data protection policy and procedure.
- Work on an agile basis between your home and the Company's offices and/or any other locations as is reasonably required.

## **Person specification**

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked Test.

| <b>Qualifications</b>  |           |                            |
|--|-----------|----------------------------|
| Educated to a minimum of 5 GCSE's level or equivalent  | Essential | Shortlisting               |
| Bachelor's degree in Human Resources, Business Administration, Statistics, Information Systems | Desirable | Shortlisting/<br>Interview |

| <b>Experience</b>   |           |                            |
|---|-----------|----------------------------|
| Experience in developing metrics and reports with data analysis ability | Essential | Shortlisting/<br>Interview |
| Experience of managing own time and workload effectively                | Essential | Shortlisting/<br>Interview |
| Experience of meeting targets and deadlines                             | Essential | Shortlisting/<br>Interview |
| Experience of working in an HR setting                                  | Desirable | Shortlisting/<br>Interview |
| Experience of working in social care                                    | Desirable | Shortlisting/<br>Interview |

| <b>Skills</b>   |           |                            |
|---|-----------|----------------------------|
| Excellent working knowledge of Microsoft Excel, Word, Outlook and Teams                       | Essential | Interview/Test             |
| Confident in the use of pivot tables and vlookups in Excel                                    | Desirable | Interview                  |
| Ability to work without close supervision, yet able to judge when advice and support required | Essential | Interview                  |
| Thorough with high levels of accuracy and attention to detail                                 | Essential | Shortlisting/<br>Interview |

| <b>Skills</b>  |           |                            |
|--|-----------|----------------------------|
| Ability to recommend actions, and improvements to processes within defined areas | Essential | Shortlisting/<br>Interview |

| <b>Knowledge and understanding</b>  |           |                            |
|---|-----------|----------------------------|
| Sound knowledge of current employment legislation and ability to translate this into the workplace. | Essential | Shortlisting/<br>Interview |
| Knowledge of workplace Wellbeing  | Essential | Shortlisting/<br>Interview |
| Commercial awareness  | Essential | Shortlisting/<br>Interview |

| <b>Attributes</b>  |           |           |
|--|-----------|-----------|
| To work flexibly in order to meet the requirements of the Business | Essential | Interview |
| Confident and professional   | Essential | Interview |
| Positive, helpful and approachable                                 | Essential | Interview |
| A 'can do' solutions focussed approach                             | Essential | Interview |