

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	HR Information and Data Analyst	Current Grade:	B001
Department:	Corporate Resources	Area:	Birmingham
Reports To:	HR Information and Data Manager	No of Posts:	1
Level of vetting:	TBC	Post Number:	TBC

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Under the direction of the HR Information & Data Manager provide accurate and timely HR information, data and analysis to the HR function, BTP and beyond in compliance with regulatory, professional and service standards in support of Force governance processes, performance management and wider organisational objectives.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

None

#### Staff Responsibilities – Direct or Non-Direct

None

#### Any Other Statistical Data

Data stored for approximately 5000 employees

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**D PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

**HR Management Information & Data Development**

Under the direction of the HR Information and Data Manager provide information, reports and specific data to support organisational objectives and measures.

Ensure that all reporting or data derived is controlled and disseminated in accordance with all required standards.

**HR Performance Information, Analysis and Reporting**

Under the direction of the HR Information and Data Manager, provide routine reports and analysis on the performance of the HR function against its KPI's and any other relevant measures determined from time to time.

Under the direction of the HR Information and Data Manager, carry out ad-hoc reporting and / or provide analysis or information in response to specific requests for such information.

Manage the ORACLE Discover Reporting Tool including identifying the root cause of any service, performance and process failures and proposing solutions and making agreed changes so that all service standards are met.

**HR Data**

As directed by the HR Information and Data Manager, ensure the integrity and accuracy of all HR data and review this periodically to ensure its accuracy.

Take ownership of HR people data and ensure that the overall system hierarchy within ORIGIN is kept up to date and reflects BTP's organisation structure.

Ensure that the ORIGIN personnel module is maintained with accurate establishment and people data and ensure appropriate link in to DMS in advance of any position changes.

Provide supporting documentation for the users of HR data, offering support and guidance as needed to support the effective use of HR information and data.

**HR Data Quality & Audit**

Carry out periodic audits to ensure that all position data in relation to employees is accurate and up to date

As directed by the HR Information and Data Manager liaise with colleagues in Finance and other functions as appropriate to ensure HR data is consistent with any other data.

**RAP / Finance Reviews** – Act as the departmental point of contact for the RAP and Finance Review Processes, attending meetings as necessary, producing management information to take to these meetings and responding to any actions that arise from these meetings.

**Relationship Management** – manage customer and colleague relationships (internally and externally) so as to maximise the effectiveness of BTP & BTP HR and ensure the good reputation of both.

**Professional Development** – Work with BTP HR colleagues to maintain knowledge of best practice and developments in HR Management Information & Data, recommending development of own team as appropriate, so that up to date skills and approaches can be made available to BTP to maximise its performance.

**HR Projects** – As requested by senior HR management ensure an effective contribution to all HR Projects commissioned through the HR function, providing support to HR Project Managers and the teams involved to ensure changes and improvements are implemented successfully.

**HR AMT/SMT/BTP HR Network** – attend and contribute to HR meetings and BTP's HR functions so that team cohesion, consistency, innovation and productivity are maximised in line with HR plans and measures and BTP's overall needs and goals.

**Record & Information Management** – maintain own knowledge of relevant BTP record-keeping and information management practices and requirements and keep records of own work and manage related information in line with those policies.

**E. DECISION MAKING:**

**Make decisions**

**Significant say in decisions**

Formats for reports and data representation

Makes recommendations to the HR Management Information and Data Manager in respect of continuous improvement initiatives.

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

HR Community and internal stakeholders

**External**

External Contractors and Stakeholders

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

Degree (or equivalent qualification) in a related discipline (e.g. including analytical/mathematical/informational elements) or equivalent experience

**Experience:**

A successful track record in analysing, managing and reporting HR information & data in a large, multi disciplined operational organisation.

Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority to deliver a HR service that meets customer needs.

**Skills:**

Strong IT skills with knowledge of the relevant IT systems and with advanced Microsoft Excel skills.

Ability to render data and information into visually comprehensible representations such as charts, graphs etc

Strong conceptual and analytical skills with good attention to detail.

Strong influencing and interpersonal communication skills.

Able to withstand pressure and is resilient in maintaining own convictions where merited.

Ability to relate impact of own role to wider organisational and departmental plans.

Strong customer service orientation.

Achievement orientation with a drive to deliver.

**Knowledge:**

Sound knowledge of a variety of statistical and analytical techniques and tools achieved through applying these in workplace situations.

An understanding and knowledge of Human Resources concepts such as resourcing and workforce planning, gained in a variety of organisational contexts.

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**Desired Criteria:**

**Qualifications and Training:**

IT system development qualification

**Experience:**

Previous experience working in the police service

**Skills:**

**Knowledge:**

Excellent knowledge of relevant BTP processes, procedures and IT systems

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

**I. AUTHORISATION DETAILS**

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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