**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the RVC in consultation with the postholder.

|  |  |
| --- | --- |
| **Job Title:** Senior Business Analyst (BIU - HR Systems) | **Job ref no:** BIU-0350-24 |
| **Grade:** 7 | **Department:** Professional Services (PSD)/ Business Improvement unit (BIU)  |
| **Accountable to:** Business Architect | **Responsible for**: N/A |

|  |
| --- |
| **Job summary:** Reporting to the Business Architect and working closely with the HRIS Process and Projects Manager and HR Data and Analytics Manager, the Business Analyst will make a significant contribution to improved efficiency and effectiveness of the management and development of HR business information systems and to the use and governance of relevant data by: * Take responsibility for the technical administration of HR related systems includingMidland iTrent HR & payroll system, recruitment and appraisal and workload allocation management systems (WAMS), and ensuring utilisation of new & existing functionality through leading the testing and implementation of key system changes and upgrades
* Support the Business Architect by working closely with colleagues in HR to document and model current and future business processes systems, and information flows, to identify and implement improvements in HR specific systems and processes.
* Ensure collaboration and the creation and maintenance of robust and proactive channels of communication between HR systems, HR Operations, the BIU and the wider RVC to ensure system and process changes, and their impact, are well communicated and understood.
* Work closely with business analysts in the BIU and other areas of the RVC to coordinate approaches to process modelling, development of system requirements, process standardisation and other areas of commonality.
* Identify and assess potential benefits or risks from forthcoming technological, legal or regulatory changes and work with the HRIS Process and Projects Manager to recommend and deliver actions to deliver benefits or address risks.
* Support the provision of key business data through business process improvements, technical enhancements and upgrades to effectively utilise Business Objects and/ or Microsoft Power BI to ensure provision of key business information to meet departmental & RVC requirements
* Support the HRIS Process and Projects Manager and HR Data and Analytics Manager in the delivery of key statistical returns and implement technical and process changes to streamline and improve this activity.
* Work closely with colleagues in IT and PSD to coordinate systems and process changes and harmonisation between PSD divisions and, where necessary, the wider RVC.
* Support key RVC-wide digital technology related projects where applicable.
 |
| **Competency: Liaison and Networking****Key tasks:** * Work in partnership with the HRIS Process and Projects Manager and other colleagues in Human Resources (HR) to ensure systems and data are managed effectively and that data is presented in a timely and accurate manner to a variety of audiences.
* Work closely with the HRIS Process and Projects Manager and colleagues in Infrastructure Services (IT) (ISD (IT)) on system upgrades, fault finding and resolution and other technical matters.
* Work closely with colleagues in Finance, CSS and HR and other PSD teams to ensure process & system compliance with legal, financial and business regulatory requirements.
* Initiate, develop and lead relevant internal networks and project teams.
 |

|  |
| --- |
| **Competency: Service Delivery****Key tasks:** * Working with PSD staff as required, manage upgrades, patches and enhancements, including user acceptance and technical systems testing to ensure suitability for the business and to minimise the impact on operational Business as Usual.
* Maintain good working knowledge of all relevant business systems projects to identify system & process dependencies and impact, and required integrations.
* Work to ensure systems compliance with relevant data protection legislation and highlight issues which cause concern and may require remedial action
* Clarify, simplify and automate business and reporting processes to improve business efficiency, process and regulatory compliance.
* Work with HR and PSD staff to ensure key process automation needs are identified and scheduled for development or implementation.
 |
| **Competency: Communication****Key tasks:** * Work in close collaboration and communicate effectively often highly detailed and technical information with staff within the HR team to agree planned and suggested process changes, systems changes, upgrades and any other key information impacting Business as Usual.
* Communicate effectively with staff outside of HR and the BIU at all levels in furtherance of HR, BIU and PSD objectives
* Design, communicate and deliver appropriate training to HR teams and others as required, using supplier resources where necessary, so that team members are upskilled effectively.
 |
| **Competency: Decision Making****Key tasks:** * Oversee and recommend system developments and changes, including the implementation of new software, upgrades, and enhancements, ensuring full compliance with RVC Change processes.
* Consult, advise or escalate operation or compliance issues to senior staff as required.
* Identify and advise senior HR and BIU staff re non-compliant systems usage, behavior or other risks. Work with HR and other colleagues to design, communicate and implement process changes as required.
 |
| **Competency: Planning and Organising Resources****Key tasks:*** Oversee system management and development as required, while working closely with staff from other professional services and other teams, while ensuring that appropriate development paths are agreed with suppliers.
* Manage own time to effectively manage workload.
* Ensure availability of appropriate resources for systems and project development.
* As and when required plan and manage relevant projects.
 |
| **Competency: Initiative and Problem Solving****Key tasks:** * Work with key stakeholders to identify, communicate and mitigate risks and issues through process or technical changes.
* Maintain awareness of new functionality and technology and work with key stakeholders to identity opportunities to resolve issues, improve systems usage, business processes, compliance or introduce other benefits.
* Manage and communicate complex and competing requirements & interests from a divergent group of stakeholders to determine best approach.
 |
| **Competency: Analysis & Research****Key tasks:*** Document and analyse business processes recognising and interpreting trends across areas of responsibility and other RVC business areas, as required, to identify & implement process improvements.
* Maintain oversight of data landscapes, business activity, business process, and data flows across areas of responsibility. Update process & other models as required.
* Extract data in a timely and efficient manner to support HR colleagues in the statutory returns process, and provide documentation, training and knowledge sharing to support HR colleagues with the extraction of data for key statistical returns.
 |
| **Flexibility**: To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |