

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS) ANALYST ROLE SPECIFICATION



BACKGROUND

We have a fantastic newly created role, Human Resources Information Systems (HRIS) Analyst, to join our People and Culture team. This role will offer considerable opportunity for the right person to develop and contribute to a growing business.

NIE Networks' plan sets out to invest almost £2.6bn over the RP7 period, or well in excess of £3bn over the next 10 years (2023 to 2032). This is the required level of investment that NIE Networks believe is needed to allow the homes and businesses of Northern Ireland to invest in electric vehicles and electric heating to the scale needed to meet Northern Ireland's climate change commitments.

RP7 includes an ambition for NIE Networks to increase its current headcount of 1,600 to more than 2,000 by 2030 with most of those new jobs appearing by 2028. In addition to recruiting for roles including IT, finance, data analysts, technical and skilled staff, NIE Networks is already building on its apprenticeship, trainee and graduate programmes.

With this planned growth, it is important the HRIS helps to manage and automate core HR processes for employee data management, employee self-services, benefits administration, payroll processing, reporting and analytics, and time and attendance management. As our company continues to grow and expand, we need a creative mind who can embrace evolution and lead with a fresh perspective and drive the results of this system.

THE ROLE

The HRIS Analyst will be responsible for maintaining and optimising our HRIS platforms to support various HR functions, including but not limited to employee data management, reporting, compliance, and system enhancements.

Key Responsibilities

- Support the testing and implementation of the Human Capital Management (HCM) Cloud platform.
- Contribute to the development and improvement of the Human Resources Information System (HRIS) and other information management initiatives; provide advice, guidance and training to HR and managers as required to enable them to fully exploit the improved functionality from the successful enhancements of the HRIS.
- Assist with the management of the HRIS to maximise utilisation including the automation of standard processes.
- Carrying out of processes effectively within the system which apply to large groups of employees for example, bulk .csv data imports into user defined fields.
- Lead on the development of requirements specifications for interfaces and modification of the HRIS such as upgrading of existing modules within the system.
- Assist with the testing of legislative and optional upgrades to the software, liaising with all stakeholders, and ensuring all necessary functionality is delivered by the HR IT services provider prior to implementation into the live environment.
- Production and maintenance of procedure manuals, guidance notes, training and assistance to HR and other users as required with management support.
- To ensure that HR IT systems are secure and compliant to GDPR, necessary regulatory and legal requirements and working with internal IT colleagues to ensure robust security systems and processes.
- To work in partnership with the wider HR team, NIE Networks colleagues (especially IT and Finance) and external stakeholders.

HR Data Analytics

- Produce, analyse and assist with the interpretation of accurate and timely workforce information reports as required i.e. to support NIE Networks planning process, committees and groups.
- Produce data for Scorecard KPI's, quarterly and annual reports for management information, including the analysis of trends with support from line management.
- Identification of gaps or shortfalls in information and provision of information to fill these.
- Provision of data for completing pay and other surveys as required.

Supporting Management Information

- Ensure compliance with UK GDPR and support responses to FOI requests in a timely and accurate manner.
- Responsible for the production of timely and accurate standard and ad hoc reports on workforce issues such as numbers in post, vacancies, turnover, retention and absence data.
- Work with the Payroll Operations & Contract Manager and the wider HR team to ensure NIE Networks is complying with any statutory requirements and that HR Systems are effectively maintained to enable accurate and up-to-date reporting i.e. audits. Liaise with relevant staff/managers to check the accuracy of data as necessary.

HR Information

- Assist the HR / Payroll department and IT in the development of future workflow processes to support communication with departments.
- Liaise with other Data Analysts across NIE Networks to inform best practice.
- Review and cleanse the HRIS to ensure that data is in order and correct and only held for the relevant timescales.
- Review and cleanse operator access permissions of the HRIS.
- Review and maintain folder structures and permissions.

Project Support

- Be self-sufficient in carrying out administrative tasks associated with projects and work streams as required e.g. arranging meetings, note taking, responding to queries, updating information and work trackers/query logs.

Continuous Improvement

- Develop and maintain awareness and understanding of developments within management information generally and the data collection and reporting processes within the Utility sector.
- Proactively identify new sources of data that could be used to answer strategic business questions.
- Contribute towards the continuous improvement of NIE Networks as it develops its capabilities in the storage, analysis, reporting and use of data.
- Contribute to production of requirements specification documentation for procurement of HR IT services.
- Actively seek opportunities to learn new skills and develop expertise that would contribute to the effective delivery of the role.

Additional responsibilities

- Participate in the Cyber Security Forum and the Data Steward Monthly check in meeting.
- Build strong working relationships with key stakeholders.
- Ensure the integrity of data and report any concerns to relevant personnel.
- Maintain up to date knowledge of relevant human resources issues.
- Ensure that all enquiries, e-mails, correspondence and telephone calls are dealt with in a confidential, professional and timely manner.
- Deal with day to day and ad hoc queries, advising where appropriate.
- Ensure, as far as practical, the confidentiality of records and the security of resources and equipment.

Other than the core responsibilities of the HRIS Analyst role, the position's responsibilities may develop or change over time dependent on NIE Networks' requirements and organisational structure. It is a requirement of the successful candidate to contribute to the development of this role to adapt to these changing needs. The job requires a considerable degree of commitment, flexibility and confidentiality to meet quality and work deadlines.

THE INDIVIDUAL

Essential Criteria

It is essential that the successful candidate meets the following requirements:

- 3 years' experience working with Human Resources Information Systems (HRIS) (preferably Resourcelink) in a medium to large business with the ability to identify opportunities for improvements, offering effective solutions and manage any changes in a manner that minimises disruption to the business.
- Proficiency or practical knowledge in business intelligence and data visualisation tools, statistical data analysis tools such as MS Power BI, Excel and Business Objects.
- Demonstrated ability to manage and analyse data and guide decision-making using Human Resources Information Systems.
- Ability to break down complex and unstructured information and problems to identify underlying structures and relationships and present results / findings to stakeholders.
- Strong IT skills including a working knowledge of the full Microsoft Office suite.
- Driving licence and access to a car, or the ability to meet any travel requirements of the role.

Desirable Criteria

It would be advantageous if you have any of the following:

- CIPD membership.
- Educated to graduate level (i.e. HNC/HND, BA, BEng, BSc, MSc) in a related subject that can be aligned to the role.



CORE COMPETENCIES

The person appointed must demonstrate the following core competencies:

Communication

Able to communicate information and ideas clearly and articulately both in oral and written form. Uses appropriate language, style and methods depending on audience and the purpose of communication. Able to convey complex information clearly. Anticipates the information that others will need.

Team Work

Actively participates in team. Encourages co-operation. Aware of the needs of others and responds flexibly. Shares information and supports other team members. Can get things done through others and set realistic objectives. Seeks opportunities to develop others. Prioritises team goals over individual goals.

Attention to Detail

Ability to process detailed information effectively and consistently. The ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small. This means monitoring and checking work or information, while organising time and resources efficiently.

Analysis / Problem solving

Able to identify and separate out the key components of problems and situations. Able to manipulate and interpret information from a range of sources, to spot patterns and trends in information and to deduce cause and effect from this. Can generate a range of creative solutions, evaluate them and choose the most appropriate option

Trust - Confidentiality

Builds trust easily and generates feelings of goodwill, enabling successful collaboration and more productive outcomes. Is honest and authentic and acts with integrity, showing consistency, and being credible.

Flexibility / Adaptability

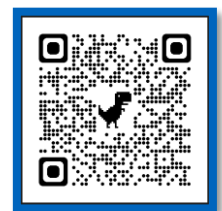
Has actively sought to learn new things on own initiative. Has responded positively to change and adapted to new situations quickly. Able to take on a diverse range of tasks equally effectively.

ADDITIONAL INFORMATION

The nature of the job demands that the post holder will be expected to travel from time to time. The successful candidate must therefore have the use of a vehicle. Company mileage will be paid at a generous rate.

THE PACKAGE

An attractive salary and benefits package commensurate with experience and qualifications will be available to the successful candidate. The company also offers many other [benefits](#). (The QR code will take you to the benefits section of our website)



OUR PEOPLE MATTER

At NIE Networks we realise our employees are at the heart of our success and they are the future of an ever-changing energy industry. With employee wellbeing at the core of our approach, we are continually investing in our people and are committed to helping every individual reach their full potential through both professional and personal development. We believe in nurturing effective teams and high performing leaders to deliver the best possible service for our customers.

DISABILITY

NIE Networks will provide reasonable support to disabled applicants throughout the recruitment process. Applicants who may require special arrangements should identify this clearly within their application form to enable us to make any appropriate adjustments.

DIVERSITY AND INCLUSION

NIE Networks has achieved Silver, Diversity Mark Accreditation and is committed to equality of opportunity and acknowledges the unique contribution that all potential candidates can bring in terms of their education, ethnicity, race, gender, nationality, age, religion, disability, sexual orientation and opinions. Applications are positively welcomed from all backgrounds and appointments are made on merit following a fair, open and transparent selection process.

HOW TO APPLY

Please submit a CV and cover letter together (detailing alignment to the essential criteria) via the NIE Networks recruitment portal www.nienetworks.co.uk/jobs (The best experience of this portal will be through the **Google Chrome** internet browser or click on the QR code.)



- Once you are in the careers page select the HRIS Analyst role and click on **“Apply Now”**.
- You will initially be asked to create a “Candidate Area” by inputting your email address and a secure password – once you select “Create Candidate Area” you can then log in directly using these same details. The address that you register with will be the address that we contact you on.
- Select **“Apply for Vacancy”**
- Once you have created your profile upload both your CV and Cover Letter within your application.
- Please ensure to review your CV before submission as you will not have the opportunity to amend the CV once it has been submitted.
- You will receive an email confirmation once your CV and Cover Letter has been submitted (Please check your junk mail too).
- Late applications will not be accepted

Completed cover letter and CV must be submitted for the role by 16 September 2024 at 11pm.

NIE Networks is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process

FOR YOUR INFORMATION

If you would like to view up to date information about NIE Networks please visit our website www.nienetworks.co.uk or scan the QR codes below.



Or alternatively check out our social media platforms via the links provided on each graphic below.

