

## HR Information Systems Analyst – Reward & MI

<b>Generic title</b>	Manager – 3
<b>General Description</b>	<p>A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.</p> <p>In operations they will supervise teams of trades or provide engineering and construction functions. They will provide technical services (engineering, construction) on a site or project.</p> <p>In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task.</p>

### Competencies

<b>Achieving Results</b>	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
<b>Analytical thinking and decision making</b>	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
<b>Communication</b>	<p>Ability to adapt one's style to the message and audience so people understand what you want</p> <p>Connect with people in all levels of the business</p>
<b>Dealing with change</b>	<p>See potential of new ideas and situations</p> <p>Takes a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to a colleagues</p>
<b>Teamwork</b>	<p>Contribute to overall team objectives</p> <p>Understand how to be part of a team</p> <p>Regularly cooperate with team members</p>
<b>Leadership</b>	<p>The capacity to assume some position of influence within a team</p>
<b>Managing resources</b>	<p>Works effectively within time and budget constraints set by others</p> <p>Looks to complete on schedule and recover slippage</p>
<b>Negotiation</b>	<p>Understand other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the needs to give and take</p> <p>Understand and defend a position</p>
<b>People Development</b>	<p>Can respond well within tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p>

## Role definition

<b>Summary of role</b>	<p>As Management Information and Reward Analyst, you will support the HR Director and wider team in the management and updating of the Company HR system. This will include extensive management reporting, developing and rolling out the self-service elements of the HR system to the wider business (including user training and support) and working closely with the IS function to continually develop the system capabilities.</p> <p>You will also play a key role in the development and administration of reward and recognition plans for the business.</p>
<b>Responsibilities and accountabilities</b>	<p>Production, interrogation and analysis of people related data and trends as required to enable appropriate actions</p> <p>Monthly reporting for board papers, ensuring accurate and timely co-ordination as appropriate</p> <p>Working closely with the HR teams in the business units to ensure competent and consistent usage of the HR system (including user training and support)</p> <p>Play a key part in the formulation and implementation of reward recognition and benefits strategies, working with the HR Director, aligned to Morgan Sindall business needs</p> <p>Carry out annual reward related quality audits, ensuring fairness and consistency in the operation of reward, recognition and benefits strategies and related policy procedures and systems</p> <p>Key role in the accurate and timely administration of the yearly salary review process, administration of the company incentive scheme and all other company benefits</p> <p>Develop and maintain ways to monitor reward arrangements in the sector and wider UK best practice that may be implemented within Morgan Sindall as part of the reward strategy formulation process</p> <p>Manage and coordinate the HR database to ensure that all data is credible and reliable</p> <p>HR database maintenance – liaison with IS and Cascade dealing with faults and glitches – providing solutions to system issues arising</p> <p>Provide substantive reports – including KPI's for HR Dashboard and ad hoc reports as requested in support of business objectives e.g. pay and incentive documentation</p> <p>Technical Ambassador – liaising with HR Administrators to train and improve the quality of information input</p> <p>Focal point of contact for all of the HR team for general queries on the HR system/ database</p>
<b>Qualifications, training and technical knowledge</b>	<p>Must have previous experience in a similar role</p> <p>Able to flexible and multi-task (including willingness to travel to other sites/offices where necessary)</p> <p>Previous experience of Cascade HR System (Eric) is essential</p> <p>Must be used to dealing with a range of stakeholders from senior management through to weekly paid workers</p> <p>Must be able to work extremely confidentially and be used to a high workload</p> <p>Able to work on own productively for periods of time</p> <p>Able to work within a complex, ever changing environment</p> <p>Previous in-depth experience with HR systems</p> <p>Ability to maintain complete confidentiality when working with sensitive data</p> <p>Experience of dealing and professionally with all levels of employees, including senior directors</p> <p>Microsoft Excel skills at advanced level</p> <p>Used to operating in a demanding environment where turnaround times for information can be short</p> <p>Presentation skills to enable communication with varying audiences using a variety of methods</p> <p>Self-motivated and enthusiastic, having the ability to work independently for extended periods</p> <p>Ability to work in a team environment</p> <p>Good planning and time management skills</p>

**ROLE DEFINITION**

	<p>Ability to contribute to meeting standards and specifications                  Good knowledge of Migrant Worker Status to ensure compliance with all legislation</p>
<p><b>Attributes and skills</b></p>	<p>Ability to work in a team environment contributing across a project, site or area                  Good supervision skills, with the ability to motivate self and small teams to perform specific tasks                  Good planning and time management skills                  Ability to contribute to meeting standards and specifications                  Ability to work well either alone or as part of a team                  Sound knowledge of construction practises and standards within their subject                  Specialist knowledge in chosen field                  Good writing, analytical and problem-solving skills                  Ability to follow oral and written instructions                  Ability to handle situations and problems                  Know when to ask for help and guidance</p>