

JOB DESCRIPTION

Job Title: HR Data Officer

Responsible to: HR Director

Functional Liaison with: HR Team
IT
Executive Team

Main Purpose: **‘To act as the guardian of the Cintra HR System, ensure the system is maintained, storing and reporting accurate data for West Suffolk College and Suffolk Academies Trust.**

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Maintain the Cintra HR/HRIS Database ensuring all information is accurate and up to date
- Write reports and produce data which meets the requirements of all stakeholders
- Regularly meet with Group HRD and Key Stakeholders / Service Leads to review information requirements.
- Produce all HR annual returns for submission with the relevant bodies
- Ensure that Staff and Line Managers are aware of and utilise the appropriate Self Service tools.
- Responsible for maintaining Cintra/HRIS documentation
- Comply with WSC H&S procedures, including emergency procedures
- Comply with WSC data protection (GDPR) policies and procedures
- Comply with WSC safeguarding policy and procedures
- Be required to carry out such reasonable additional duties as may from time to time be determined by the Group HRD
- Work across the HR Shared service with the aim of establishing a single HRIS

Person Specification

Essential	Desirable	Evidence
<p><u>Qualification:</u></p> <p>GCSE English language or equivalent.</p>	<p><u>Qualification:</u></p> <p>IT systems qualification</p>	I, A,
<p><u>Knowledge/Skills</u></p> <p>Strong IT and Information Systems skills Excellent Communication Skills,</p>	<p><u>Knowledge/Skills:</u></p> <p>Problem-solving skills</p>	P, A, I, T,
<p><u>Experience:</u></p> <p>Working with and processing data.</p> <p>Managing multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.</p>	<p><u>Experience:</u></p> <p>Experience of using CPIS Experience of report writing from information systems</p>	A, I,
<p><u>Personal Qualities:</u></p> <p>Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.</p> <p>High levels of attention to detail. Ability to meet fixed deadlines.</p> <p>Ability to work effectively as a team member and independently,</p> <p>Self-motivated</p>	<p><u>Personal Qualities:</u></p>	A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. New appointments to the College are subject to a twelve month probationary period.

2. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
3. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

Further Information

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.