



Job Summary

The post holder leads on the management and ongoing development of the HR system to deliver an efficient, effective and proactive HR data management and administration user support service. To maintain the administration of the HR system, including maintaining BHT Sussex's structure reporting lines, ensuring data integrity, data management and storage, and report on training and HR KPI's.

To assist in systems administration of the HR database.

To develop and provide management information and reporting to assist with workforce planning, payroll, statistical, survey, performance and benchmarking information to both internal and external customers.

Responsible to

Human Resources Manager

Significant Working Relationships:

HR Manager, Head of HR and L&D, Director of Finance & Resources, HR Advisor, Managers and BHT Sussex Staff, Members of the public and outside agencies. Work with IT on HR Systems related matters.

Duties / Responsibilities

HR Systems and Data Tasks:

1. To be responsible for the support and maintenance of HR software including the inputting, updating and transferring of data.
2. To ensure the data contained within the system is current and up to date through regular data cleansing and auditing for consistency, accuracy and security.
3. Liaise with key partners to ensure the commonality of data structures and the smooth communication between systems and services.
4. Maintain BHT Sussex's structure by working with the HR Manager on organisation restructures and changes to ensure the system is accurate.

5. Ensure data integrity through the use and creation of validation reports to identify and correct issues, errors and anomalies in relation to post, employee, pay and reporting lines.
6. Assist with and lead on the implementation of improvements and modules within the HR system.
7. To ensure the HR system is compliant with data management legislation such as Data Protection and GDPR.
8. To be the 'technical expert for the HR system providing support and coaching to HR colleagues and new users, reporting any required fixes, testing and support continuous development of the HR system.
9. To provide regular and ad-hoc people management reports including KPIs, appraisals, exit interviews, sickness absence, equalities, leave etc and assist budget exercises and auditing.
10. Design and run standard reports in the appropriate format for statutory, freedom of information, government bodies or workforce planning.
11. To analyse people management data and identify trends to be reported to the HR Manager and HR Advisor.
12. To be the key point of contact for advice, basic training and support and lead user regarding HR Systems queries. Liaising with system users, IT and software provider where necessary to ensure the systems are functioning effectively.
13. To implement and maintain organisational and authorisation hierarchy and appropriate access restrictions
14. To assist maintaining the HR database to include, data entry, data audits, crystal report writing, liaising with the help desk, problem solving and answering user queries.
15. Review existing systems and procedures with the HR Manager and make recommendations for the continuous improvement in services.
16. Support system training as and when required.
17. Carry out all duties in line with BHT Sussex's Equality, Diversity and Inclusion policy.

HR Tasks:

1. To provide administrative support on the payroll process in conjunction with the HR Manager and HR Advisor and to update all HR records accordingly with staff changes.
2. To be the first point of contact for incoming HR queries from management, staff and outside agencies.
3. To assist in the administrative support of the HR Office, such as updating databases, maintaining staff files, filing, typing correspondence, drafting contracts of employment, and
4. .

Other related tasks

General

5. All staff are required to respect the confidentiality of all matters that they may learn relating to their employment, other members of staff and the general public.
6. A commitment to work in accordance with BHT Sussex values.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time".

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.