



HR Systems and Data Officer

Human Resources

sussex

Permanent

Ref: 1039

Brighton based but working from home initially

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- **Permanent**
- **37 hours per week**
- **Salary: £27,599 per annum.**
- **5.5% employer's pension contribution (the level of this is reviewed annually).**
- **Based in Brighton but working from home initially.**
- **Annual Leave entitlement starts at 25 working days pro rata.**

BHT Sussex is a people led organisation who go that extra mile for our people, clients and tenants. We are on an exciting journey delivering quality services across the south-east. The Human Resources Department delivers a broad and comprehensive HR service to staff, bank cover workers, volunteers and interns. We are currently looking for someone experienced in HR systems and HR metrics, looking for a fresh challenge.

You will be joining a friendly well-established HR team, so you will have the support there if you need it, however, the ability to work autonomously and pro-actively is also a must.

You will be confident working with HR systems, data and enjoy compiling figures and analytics and present this data in an accurate and meaningful way, so attention to detail is essential. We have introduced a new HR system (Civica HR) so you will play a key role in its future development.

You will be responsible for updating and maintaining the HR database, so it is absolutely essential that you have worked on a HRIS, producing regular reports and management information. If you have a 'can do' attitude, share our values and you are a team player we would love to hear from you.

For an informal discussion please do not hesitate to contact our Human Resource Manager Joan Riddell on 01273 645472 to hear more about the role and working at BHT Sussex on what could be your exciting next career move.

For full details and to apply please go to our website www.bht.org.uk

Closing Date: Monday 2 August 2021 at 12 noon

Interview Date: 11 August 2021