

Job Description: HR Data Analyst

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**Reporting to:** Workforce planning and Payroll Manager

**Location:** Manchester 3 Piccadilly **Contract:** Fixed Term 12 months

**Job description reviewed**: 28/11/2024

#### **About Salix**

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ over 200 people. Our principal office is in Manchester and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

#### Why work for us?

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

## Work life at Salix

For staff joining Salix we run a comprehensive induction programme to support staff to be successful at work. Every member of staff is part of a team and has a named line manager who helps you plan your work and manage your training and development. You will be encouraged to study for further industry qualifications, such as CIPD, CMI etc.

#### **Job Purpose**

Salix has recently gone through a period of significant growth. This is a newly created role due to extra resources required to support the People team.

We are looking for an experienced HR Data Analyst who is a team player and has experience of working within a HR & Payroll function. The successful candidate will pay close attention to detail and has the personal motivation to perform the role to the highest standards. You are punctual, flexible and responsive in how you approach your work.

HR Data Analyst role is responsible for ensuring the accuracy and integrity of Salix HR system/ database to support the HR team in data entry and to perform analysis and reporting.

With a proven track record in managing and delivering high quality, accurate and timely management information you will be confident in producing analysis and reports from complex data and translating this effectively for internal and external stakeholders. You'll need strong communication skills and a solution-oriented mindset, with the ability to troubleshoot and resolve issues and upskill others across the team. High attention to detail and accuracy is essential given the nature of the role, and you will be able to work to conflicting priorities and deadlines, managing your time effectively to provide an efficient service.

### Key responsibilities and duties

- Working with the HR team to identify the people data requirements for the Salix.
- Manage HR system (Cascade IRIS at present)/ HR various database, such as ensuring that on-boarding and new joiner detail/ processes are accurate, kept up to date and reflect HR policies, and is handled in accordance with GDPR legislation, especially when used across multiple systems/providers.
- Increasing the visibility and understanding of HR analytics by identifying opportunities to improve and simplify reports and processes, deploying automation where possible.
- Ensure that the HR database functionality is fully utilised e.g., dashboard maintenance, compliance management, reporting & analysis of all HR systems.
- Lead improvements to the functionality of HR system, (including new system integration or functionality implementations), continually cleaning data, strengthening data security and governance processes to ensure they meet the changing needs of the business.
- Creating & maintaining process maps, user guides and training materials for HR systems to increase user proficiency and provide expert support with system-related queries and reporting updates to the organisation, owning the regular review and update of the maps to ensure they remain current.
- Provide support and upskilling as needed to HR Business Partners, Line managers to enable future self-sufficiency of the HR system.
- Design, develop and maintain HR KPI/ MI reports and dashboards to meet the evolving demands of the business, using Excel, Power BI and other reporting tools, automating where possible.
- Drive the implementation, rollout, communication plans and adoption of HR system migration.
- Provide monthly payroll data from HR system to Payroll Provider and reconcile the monthly payroll reports with HR system.
- Provide support to Line Manager and Senior Leaders with various HR related projects, audits and reporting.
- Resolve gueries efficiently whilst maintaining high level of customer service.
- Be an active member of the HR team
- Support the Workforce & Payroll Manager all aspects of Pay and workforce modelling
- Support the delivery of the annual salary and performance bonus review process
- Ensure effective administration of Consultants & Employee lifecycle is in place, ranging from new starter/leaver processes; contractual information; preemployment check, DBS, BPSS, induction and benefits. Ensure all processes are compliant to Salix policies/ standards and raise concerns when there is breach.
- Effective communication across wider range of business from internal team to suppliers and stakeholders regarding People data, management reports, financial numbers.
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• Effective communication across wider range of business from internal team to suppliers and stakeholders regarding People data, management reports, financial numbers.

#### Salary

£39,270 pa (Band c)

### **Employee Benefits**

- 28 days annual leave
- Cycle to work scheme
- Contributory Pension scheme
- Employee support with public transport costs
- Training
  - CSSC Benefits

### **Application information**

If you wish to apply for this role, please submit the following to <a href="mailto:salixapplications@ivyrockpartners.com">salixapplications@ivyrockpartners.com</a>

- 1. An up to date CV
- 2. Equality monitoring form
- 3. Please state your availability for the planned interview period

# Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	Essential Criteria
QUALIFICATIONS	Data Analyst, CIPD, Foundation Degree in Payroll/Pensions Management. Chartered Member of Institute of Payroll Professionals (CIPP) or a relevant Degree.	✓
	Evidence of continuous professional development and keeping up to date data analysis skills, employment law in relation to pay, pensions etc best practice	✓
EXPERIENCE, SKILLS AND ABILITIES	Advanced with Microsoft office, particularly Excel. Experience of forecasting, interpreting and analysing workforce data	√ √
	Proficient in data analysis and utilising excel and HR system to create reports and MI	√ √
	Demonstrate significant post qualifying experience of providing a range of Payroll/Pension functions at both strategic and operational levels	✓
	Experienced in running payroll effectively and smoothly in terms of completeness, accuracy and timeliness	D
	Experience of setting up new payroll system parameters with regards to conditions of service, pay elements etc.	
	Working knowledge of payroll/pensions legislation and experience of interpreting this to support the business	D
	Experience of dealing with a payroll & Pensions provider third party relationship	D
	Experience of managing HR people, systems, processes within organisations	D
	Collaborative, approachable, professional and act with high integrity	✓
	A proven ability to manage and build strong stakeholder relationship. Fosters collaborative and co-ordinated working across teams and in partnership with other organisations	<b>√</b>
	Excellent communication - communicates effectively, confidently and assertively both in writing and when speaking	✓
	Demonstrate and understand equal opportunities	✓

# Key:√ = key criteria