



**Job Title:** HR Data & Systems Coordinator  
**Reporting to:** HR Administration Manager  
**Direct Reports:** 0  
**Job Band:** Band 5  
**Size of Team:** 50

The HR Data & Systems Coordinator is responsible for ensuring that HR data is maintained at a high standard and that regular and ad hoc management reports are produced and distributed in a timely basis. The post holder will also provide analysis to support initiatives such as revision of the recruitment strategy as well as technical support for the ATS recruitment system and MyData system.

## Key Responsibilities

- Work with relevant project boards to support, and provide guidance on, successful implementation of HR programmes, including data collation, data uploading, attending project meetings and providing feedback on documents
- Accurately maintain, collate and prepare data information for monthly reporting of people data for SJA culminating in the production of an annual end of year report
- Act as a super-user for MyData by configuring the system to reflect changes to the organisation structure and its people including training end users of all menu sets
- Work with the HR team to review, devise and implement processes in order to improve the efficiency of our people data
- Manage the MyData inbox responding to enquiries within an agreed timescale, escalating to third party suppliers and internal teams where appropriate
- Maintain the ATS system, resolving technical queries with REACH as needed and generating/analysing reports to ensure the system is operating effectively
- Give technical advice regarding the ATS system to colleagues throughout the organisation and train new employees on the system as required
- Analyse and interpret people data for the organisation nationally to produce monthly detailed reports with commentary to enable the improvement of our people management processes
- Accurately maintain various data spreadsheets (including drug & alcohol testing results, job titles listing, training delegate lists, exit interview data)
- Working with the HR and Internal Communications teams edit, revise and develop the HR-owned pages on SJA Connect
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

## You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills
- Be willing to travel



## BE PART OF A LIFE SAVING TEAM



## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to GCSE level or equivalent (Grade C) inc Maths & English	✓	
Relevant IT qualification		✓
<b>Experience</b>		
Experience of data analysis reporting		✓
Experience of managing and maintaining data in large databases	✓	
Experience of working with Intranets (eg uploading documents and updating pages)		✓
Experience of providing remote support and one to one training	✓	
Experience of working with Administration Tools for HR Programmes, preferably Access		✓
<b>Skills, knowledge and abilities</b>		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to prioritise tasks in accordance with level of business risk	✓	
Ability to use Microsoft® Excel at Advanced level	✓	
Ability to interpret data to inform the business	✓	
Capable of working to deadlines and targets	✓	
Knowledge of the Data Protection Act		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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