Nottinghamshire County Council

Title ***HR Analyst & Management Information Officer***	*Department* **Chief Executives**	*Post Ref.* **NJE0411**

Job Purpose

To lead on the collation of management business information in support of the delivery of activity relating to HR&WOD across Nottinghamshire County Council. To support in the production of management information reports and activity. Ensure the efficient use of staff and resources to meet business needs.

Key Responsibilities

To:

1. Develop, review and maintain a comprehensive range of high-level business support processes across the work areas of the HR&WOD team including databases, records, management information and Social Work Student Placements.

2. Interrogate, interpret and analyse a full range of budget related information including reconciling large budgets and producing complex financial reports and statements as requested by the senior business partner for accurate monthly forecasting

3. Monitor forecasts and expenditure for HR&WOD and report expected under/overspends to relevant Senior Business Partner.

4. Produce and develop management information reports and analyse complex data as required.

5. Support the Senior HR Analyst to undertake and report on benchmarking of HR performance against relevant national, regional and local comparators.

Key Accountabilities

To:

1. Deploy, develop and manage staff and resources efficiently, effectively and flexibly

2. Report predicted and actual fluctuations and changes in the service supported to the Senior HR Analyst so that service levels can be maintained

3. Be accountable for the timeliness and accuracy of work undertaken and information.

4. Quality assures the work of the team and address any performance issues arising

5. To identify and implement opportunities to develop and improve the Services' systems and procedures.

6. Support the management of contract and procurement ensuring monitoring and value for money in delivery.

7. Ensure that the Services for Schools and consultancy financial activity is monitored on a day-to-day basis and ensure accurate forecasts are provided.

8. Ensure that the HR Related information contained in the Managers Resource Centre, Schools Portal and other intranet sources are an up-to-date reflection of current NCC policy, procedure and process.

9. Contribute to ensuring that accurate records are developed and maintained to measure and monitor the workflow of the HR& WOD Service and that resources are deployed effectively.

10. Support the Senior HR Analyst with the production of timely and accurate data to inform Freedom of Information requests and liaise directly with the Information Governance team to achieve this.

11. Be responsible for planning and co-ordinating the deployment of and managing the performance of the HR&WOD Support team to meet the needs of the service. Provide day to day management and supervision of relevant staff including setting and maintaining quality standards

12. To be a source of advice and guidance, both for customers and colleagues on services, policies and processes including complex queries on delivery of activity relating to L&D and Management information.

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge	***Personal skills and general competencies***
1. Management or business qualification to NVQ3 or equivalent work-based experience. 2. Good working knowledge of the principles and practice of effective people management 3. Demonstrate a high degree of ICT literacy, ECDL including ability to produce complex Management Information reports using SAP.	4. Sets an excellent example of customer care for other staff. 5. Effectively sets direction for a team providing motivation for all to deliver high performance.
Experience	6. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness.
10. Experience of planning and delivering services, managing staff, resources and performance. including design, develop & maintain administrative systems and procedures 11. Experience of monitoring budgets and providing financial data and reports. 12. Experience customer focused service delivery. 13. Experience of supervising staff or a good understanding of the principles of effective supervision 14. Experience of work within an HR environment/role 15. Experience of working with both manual and electronic monitoring and information systems 16. Knowledge/understanding of terms and conditions and HR pay systems	7. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness. 8. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards. 9. Takes an active role in managing risk, health and safety and safeguarding issues.

Role Dimensions

Reports to; Snr. HR Analyst
Direct reports – 2.5 FTE HR Assistants (Grade 3)
Budget monitoring of OHU, WOD, HR Ops budget total value £2,387,500

Date October 2025