

**Operations:** HRIS Analyst

**Location:** Rossmore House / St Albans House, Leamington Spa, Warwickshire

**Reporting to:** HR Manager

**Working Hours:** 37.5 per week

### **Purpose**

Liaising closely with HR & IT colleagues to understand core priorities and requirements, this hands-on role will:

- lead and deliver the implementation of a new unified HRIS system to the business, enhancing the performance of the HR function and replacing current unintegrated, and manual HR processes.
- Reengineer our HR processes, identify improvement opportunities, implement workflow and reporting efficiencies and influence the long-term people analytics strategy.

### **Key Responsibilities / Primary Accountabilities**

#### **HRIS Implementation:**

- Manage the successful implementation of a newly acquired HRIS system aligned to business need and timelines.
- Review and document current HR Processes against new HRIS and undertake mapping where processes can be automated, integrated and optimised.
- Responsible for building the functionalities of the new HRIS, including report scheduling, workflows and auto alerts.
- Be the interface between HR, IT and Vendor on all system implementation issues including upgrades, module launches and API Configurations.
- Utilise and configure HRIS reporting functionality to align to the Company's people analytics strategy.
- Instrumental in ensuring the HRIS is fit for purpose, obtaining feedback and that all functionality is User friendly and the data is accurate.
- Design and deliver an engaging launch and informative training to all system users.

#### **HR Process Analyst**

- Proactively review current HR processes. Implement recommendations for process and reporting optimisation aligned to current and future business needs.
- Collaborate with key stakeholders to better understand opportunities to improve processes and capabilities.
- Coordinate the development of (people metrics/data process/people analytics) strategy to enhance the delivery of all HR cyclical activities such as annual pay review, performance review, talent and succession.

- Scope and implement (data reporting/analysis) tools and techniques for key HR reporting requirements including, but not limited to headcount, bonus and benefit reporting, salary surveys, staff surveys; whilst ensuring data integrity.
- Conduct data analysis and communicate clear themes and trends.
- Optimise key data points to gather, interpret and deliver efficient reporting streams to wider HR team and key stakeholders.
- Ensure all employee data is complete and accurate
- Ensure process changes and data analysis are clearly documented.
- Ensure that all HR process adhere to legal and GDPR compliance

### **Knowledge and Skills Required**

- A proven track record of successful HRIS implementation including API configurations
- Ability to hit ground running, must be comfortable coming in at the HRIS implementation stage.
- Knowledge of standard HRIS functionalities.
- Excellent understanding of HR procedures and process.
- Good stakeholder management skills, ability to influence and engage others.
- High attention to detail and accuracy.
- Advanced proficiency in Excel.
- Experience of development of reports, data points.
- Experience of data analysis to identify trends.
- Systematic and analytical approach to managing data.
- Excellent analytical and problem-solving skills.
- Comfortable with confidential data, collating information and inputting data.
- Understanding of GDPR regulations.
- Ability to use own initiative and plan workload effectively.
- Professional attitude and ability to work in a confidential manner.
- Excellent written and verbal communication skills.
- Flexible and a real team player
- Continuous improvement mindset.
- An organised approach, planning tasks and setting realistic timescales.
- Excellent working knowledge of MS Office inc Outlook, Word.
- Be a champion for Playground Games.

### **Diversity and Inclusion at Playground Games**

At Playground Games, we believe that diversity and inclusion fuels creativity. We are committed to creating a safe and welcoming environment where anyone from any background can do their best work. We strive to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our team members. It fuels our innovation and connects us closer to our players. Our commitment to equality and inclusion across race, colour, gender, age, religion or belief, sexual orientation, pregnancy/maternity and disability leads us forward every day.