Role: HRIS Analyst (Interim)	Region / Department: People Team
Reports to: Lead Consultant (Systems & Operations)	Pay Band: Grade 3 Upper (£28,530 - £31,519 per annum)
Location: Edinburgh (Remote working available)	Type of Contract: Initial 12-month fixed term, Full Time (40 Hours per week)

What this job's about

We're embarking on a project to re-fresh our current HRIS "People XD" (formerly "CoreHR") to bring on-stream new modules to improve functionality for employees, line managers, and senior managers. Whilst our in-house specialist leads this project, we're looking for someone to join our team who can make sure the system runs smoothly "as is", handling day-to-day system entries and changes, generating cyclical MI, and implementing supplier-led changes/upgrades.

As an experienced HRIS professional, your voice will also be welcomed in the project as we develop the new modules, and, of course, as a member of the People Department (supporting employees and volunteers) you'll be contributing to HR work through the rest of the team.

What you will be doing

- You will support the employee lifecycle (daily/weekly basis)
  - As the first point of contact for all HRIS queries (People XD/Core HR), you will deliver excellent customer support to all users and investigate and resolve technical issues.
  - Assisting with the day-to-day support of People XD entries, enquiries, and requests for reports/MI across all people lifecycle processes.
  - Working collegiately between the internal ICT team, the People Department, and the Finance Department to ensure the accurate and efficient processing of people related data and information.
  - Use functional and technical knowledge to provide employees with general guidance and informal training as needed.
  - Update the system with changes to organisational structure, and support data quality checks to ensure highest standards of data quality.
  - Support employee self-service and manager self-service functionalities.
  - Ensure data security and compliance with relevant regulations.
- You will support on other cyclical activities (Monthly/Ad hoc specialist)
  - Responsibility for producing and maintaining monthly analytical reports, at times on an ad hoc basis.
  - Responsibility for creating, maintaining, and removing system user access and updating current role specific profiles when required in line with our Data Protection and GDPR processes/policies.
  - Conduct regular audits to ensure data accuracy and compliance.
  - Understanding and resolving technical issues and updates from the systems provider
- You will be our day-to-day lead for system management (Technical)
  - Maintaining internal database files and tables and developing custom reports to meet the requirements of the business.
  - Maintain existing system design and integrity such as reference tables, hierarchies, workflows, user defined fields (UDFs) and reporting functionality.

- Ability to interpret technical information provided by the systems operator in order to maintain, reconfigure or repair potential issues.
- You will also help with organisation-wide deliverables (Pay Award, Audit activity)
  - Support HRIS Analyst in various large scale remuneration related projects, such as annual pay awards, insurance renewals, pay progression, etc.

About our People and our HRIS
- The National Trust for Scotland is one of the country's leading conservation charities, looking after a diverse range of Scotland's heritage across the Scottish mainland and islands – more than 120 sites!
- Our team of 1,100 employees and 2,500 volunteers carry out an amazing range of roles from archaeologists to accountants, from countryside rangers to curators, from fund-raisers to fire-fighters, and many more.
- Within the People XD system, we currently have the following modules: People Management, Talent Management, Insight, and Core Expense, with an outsourced payroll function.

Who are we looking for?
We would love to hear from you if you are/have:
- Analytical mindset with the ability to translate complex data into actionable insights.
- Ability to, with confidence and accuracy, handle and manipulate large amounts of data into usable spreadsheets
- You will be part of a large HR department, so will require an understanding that the employee lifecycle is an important context for the systems work you will be carrying out.
- Primarily you will work independently and manage multiple tasks simultaneously in a fast-paced environment.
- Ability to handle confidential information with maximum discretion.
- Demonstrates high accountability, attention to detail and ability to work independently.
- You will have superior problem-solving, troubleshooting and analytical skills.
- Strong interpersonal and communication skills with the ability to collaborate effectively with diverse stakeholders.

We need you to have the following essential skills and experience:
- Demonstrable experience of deep use and understanding of at least one HRIS in terms of end-user experience and overall functionality.
- Highly proficient in use of Excel, such as vLookups and formulas.
- Previous experience working within an HR department.
- Demonstrable general understanding of the people management context of HRIS, i.e.: understanding of processes relating to:
  - Personal information;
  - Recruitment, onboarding, induction, probationary review, performance review, training and development, and leavers;
  - Timesheet, annual leave, TOIL, other leave and payroll;
  - Sickness absence;
  - Volunteers;
  - Pay, pension, and benefits.
- Demonstrable knowledge of basic data protection legislation and its cross-over into systems data, access/retrieval/deletion/transfer, and security.

It would be <u>desirable</u> if you are:

- An experienced user of People XD/CoreHR or other HR systems.
- Have experience of providing front line systems support for an integrated HR System.
- A CIPD-qualified individual, or working towards a HR qualification.

Applications:

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Systems & Operations team by email via workforus@nts.org.uk, by Sunday 2nd February 2025.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "HRIS Analyst (Interim) - People Team"

Excerpt of organisational chart: