



THE ROLE

HR Business Analyst

Department:	HR
Role Code:	TBC
Grade/Role:	9
Responsible to:	Head of People Partnering
Responsible for:	No line management responsibility
Date Revised:	July 2024

Job Purpose:

To protect and save life, property and the environment by investigating and analysing HR activities and processes and identifying how to make them more efficient. Defines requirements for improving HR processes and / or systems to reduce their costs and enhance their sustainability. Investigates HR needs, problems and opportunities and contributes to recommendations for improvements.

Main Duties and Responsibilities:

1. Provides Change Delivery and Change Management support for HR including business analysis and delivery; defines requirements, implementation and transition plans, and justifies (in business terms) procedures to develop/implement automated and non-automated components of new or changed processes.
2. Generate ideas, evaluates options for improvement through utilising experience and skills to assess, and provide advice, on the practicality of alternatives. Carries out in depth stakeholder analysis.
3. Pro-actively contributes to problem solving and investigation to identify opportunities for improvement and solutions; works to investigate processes, and information flows and data structures, using various methodical and consistent techniques. Good knowledge of creative problem-solving techniques and improvement methods
4. Takes responsibility for investigative work to determine HR business opportunities and specify effective business processes to support as-is and future state requirements; specifies implementation through improvements in information systems, data management, practices, organisation, and equipment.
5. Leads on requirements definition for HR delivery; takes responsibility for the detailed specification and modelling of recommended solutions using resources, standards,

Role Profile

methods, and tools; defines and evaluates Performance Measures to support HR delivery and transition into business as usual.

6. Ensures that views of all appropriate parties are considered, verified, and validated within the stakeholder community; ensures appropriate prioritisation is applied to meet HR objectives; leads on stakeholder analysis, maintains links with counterparts within other areas of the organisation.
7. Works to investigate HR process issues, problems, and new opportunities, seeking solutions through improvements in automated and non-automated components of new or changed processes & procedures,
8. Analys the underlying issues arising from investigations into requirements and problems and identifies available options for consideration.
9. Records work with documentation meeting the required standards and uses suitable methods and tools.
10. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.