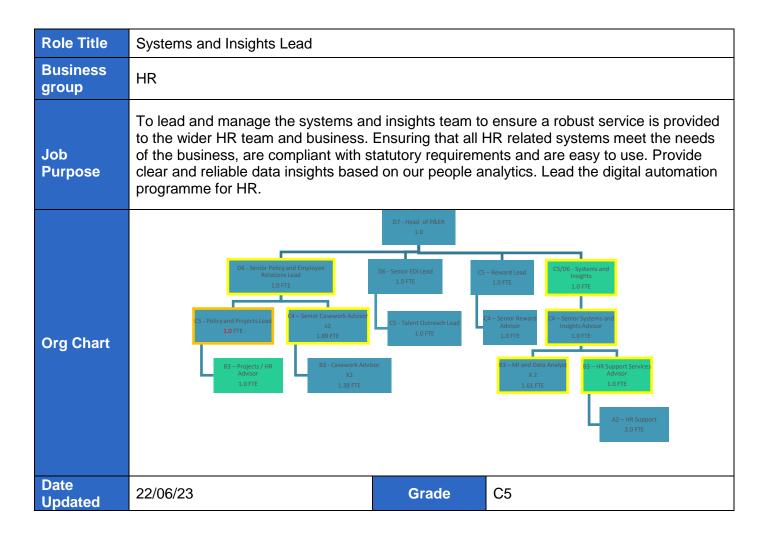
Role Profile



KEY ACCOUNTABILITIES

- Led and Managing the Systems and Insights Team and the service they deliver. This includes managing the Insight Team resources to deliver monthly MI products, and developing bespoke Insight products.
- Manage the HR Systems, some in partnership with the FCDO, to ensure that FCDO Services HR requirements are met and that HR data is available in a timely manner
- Lead the digital transformation of HR services working closing with the HR SLT
- Undertake the role of Product Owner for all HR modules within the HERA oracle cloud based system
- Understand the requirements of our business leaders to drive changes and improvements to people utilisation/experience and the implications of this within the context of the wider business and the translation of these into insight requirements
- Identifying the correct qualitative and quantitative data and information sources that will underpin the required insights and ensuring these are utilised fully
- Analysing and evaluating data and information and interpreting the results to arrive at accurate and innovative insights that drive change and improvements to people and organisational performance
- Oversee all testing of all new modules and upgrades prior to go live to ensure smooth transitions

- Managing relationships with the wider HR team and business leaders to ensure their questions have been answered, that trust is built and that they understand the value of insights
- Working closely with the system user community to identify areas of improvement, recommend changes, and implement functional solutions for existing systems
- Advising, coaching and mentoring to build capability within the team
- Identifying and resolving risks and issues with the HR systems in place
- Taking a leading role in scoping and planning new data or system change requests to ensure customer requirements are meet and add value to the business
- Represent FCDO Services at cross government forums and working parties

KNOWLEDGE & KEY SKILLS

Essential:

- Experience of working with Systems & MI in an HR environment at a senior level
- Experience of managing and developing HR systems and data insights
- Highly developed analytical skills and a drive to use data to demonstrate insight- ideally with a focus on Excel and PowerBi
- Relationship building, influencing, partnering and collaboration
- Strong written and verbal skills
- Continuous development
- Management and Leadership

Desirable:

- Experience of Oracle HR systems
- CIPD Level 5 or equivalent
- Analytical linked professional qualification

CIVIL SERVICE BEHAVIOURS

Top three for job:

- 1. Managing a Quality Service
- 2. Seeing the big picture
- 3. Changing and Improving

SUCCESS INDICATORS

Success measured and evidenced by:

All systems in place are fit for purpose and support the requirements of the business and streamline our processed. Data and Insights is provided to a high quality on a timely basis and service levels are met.

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
Yes/ No	£ per annum	Yes/ No
Reports to: (Role Title and Grade)	Head of Policy & Employee Relations	
Direct Reports: (Number and grades of staff)	1 x C4	