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| **Job Title:** HRIS Analyst |
| **Job Owner:** Human Resources |
| **Reporting to:** *CoE Lead Rewards, System and Data* |

Aim of the function

* Responsible for overall system performance and maintenance, including optimizing the performance, gathering data and making recommendations based on performance metrics.
* Key contributor to the maintenance and continuous improvement of our HRIS in evaluating and recommend optimization for the current business processes as well as design new HRIS processes according to business requirements.
* This position is focused in data analysis and compilation and is accountable for the development and distribution of critical reports/dashboards to the organization. This position ensures accurate best practice business process/workflows and other system dependencies are in place within the HRIS to support business efficiency.

Main responsibilities and duties and key deliverables of the role

**RESPONSIBILITY 1: Analyze and Report HRIS Data**

* Create and maintain ad hoc reports, templates, dashboards, and metrics while adhering to internal standards to ensure reuse and maintainability
* Perform data analysis based on the reports to ensure system is properly recording specific HR data metrics
* Develop and maintain HR dashboard for end users
* Develop audit reports and perform frequent audits on HR processes
* Engaging in regular audits of Workday data stores with a focus on data quality and completeness

**RESPONSIBILITY 2**: **Provide HRIS Business support**

* Act as first line support for the HR community on the use of the system;
* Consults with the business to identify business needs
* Support HRIS project team with any new development

**RESPONSIBILITY 3**: **Improve System Efficiency**

* Constantly optimize HRIS processes and perform diagnostic tests
* Look for continuous improvement of HR processes contributing to HR operational excellence

**RESPONSIBILITY 4**: **HRIS maintenance**

* Assist in the review, testing and implementation of system upgrades twice annually
* Support data conversion activities in case of new acquisitions, divestments or newly developed integration
* Act as data governor to ensure full data accuracy

**RESPONSIBILITY 5: Training and documentation**

* Create user documentation and procedures;
* Organize and deliver trainings for HR users and end users on system updates.

Key competences & skills - Behavior skills

* Team player
* Good communication skills on different levels in organization
* Ability to work in a role requiring discretion and discernement when working with highly sensitive data
* Change management
* Actions driven: assertive in the implementation phase without endangering personal relationship
* Ability to think strategically and anticipate potential issues before they occur or escalate
* Team worker and dedicated to work because he/she likes the challenges
* Ability to deliver on promise within a fast changing organization

Key competences & skills - Technical skills

* Bachelorrs Degree in HR Mangement, Computer Science, Business Administration or similar through experience.
* 3+ year’s experience as an HRIS Analyst
* Experience with Workday HCM in a global organization is a must
* Experience with other Workday modules, such as Advanced Compensation, Performance & Talent is a plus
* Have demonstrated HR generalist experience to understand key HR processes
* Experience in HR analysis and HR Performance metrics
* Additional certificates required
* Strong English communication skills
* IT skills