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**HR Data Officer**

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| **Job grade** | **Professional Level 1** | **Reports to** | **Reward and People Systems Manager** |
| **Directorate** | **People** | **Function** | **Human Resources** |
| **Contract**  | permanent | **Location** | **Regent’s Park** (hybrid working with attendance on site as determined by workstreams and projects) |

**Responsibility for resources**

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| **Direct line reports** | **0** | **Responsibility for other resources** | **Access to confidential people data** |
| **Financial resources** | **0** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

ZSL is at a pivotal moment in time as we continue to modernise our pay framework, staff recognition, our approach to people data, and optimise how we use our HR Information System (HRIS).

The HR Projects Officer will work across the projects to deliver the solutions and support the Head of People Partnering and the Reward and People Systems Manager in project management, systems support, and data strengthening.

**Key responsibilities**

**Strengthening our people data literacy**

* Working alongside our HR Analyst, diagnose the people data requests from HRBPs to build and develop a live people KPI data visualisations, dashboards and reports as needed using iTrent data analytics and powerBI
* Research, write and deliver training for the wider people team on data reporting, powerBI and HR systems integration.
* Develop and implement guidance to ensure the integrity and security of people data with a particular focus on our Country offices.

**HRIS configuration**

* Coordinate and work with colleagues across the people team to reduce inefficiencies in the HRIS and build improvements to HR services, transactions and procedures.
* Support the Reward and People Data team to drive systems and workflow improvement projects forward, providing coaching in relation to data and system functionality. Including but not limited to the iTrent online leaver process, iTrent online exit survey and iTrent online contract changes and e-signature acceptance.

**Reward and Recognition**

* Working alongside our HR Analyst, develop the HRIS to capture capability-based pay assessments; analyse data and support the moderation panel.
* Create and launch a Recognition approach for staff . Develop an approach to procuring Recognition Vouchers from suppliers at less than face value (cost).
* Manage the annual People Awards 2025 – launching the scheme, reviewing nominations, preparing presenter scripts and prizes

**Engagement Surveys**

* Run engagement surveys for the People team, working with the Head of People Partnering on content.
* Prepare data analysis and reporting on the engagement surveys for the HRBPs and line managers.

**Person Specification**

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| Experience |
| Essential | * Experience of working in an HR generalist role with exposure to system development, data analysis and project management
* Experience of working in an environment that thrives on data-literacy and evidence-based HR solutions
* Experience of project management
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| Desirable  | * Educated to BSc degree level in Human Resources Management or related subject area, or equivalent qualification, or demonstrate such a level of equivalent qualifications and experience through relevant practical work experience.
* Experience of working on HR and Systems change management programmes
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| Knowledge and skills |
| Essential | * An understanding of human resource operations, systems and procedures (iTrent MHR/Eploy/iCIMS would be a strong advantage)
* Proven skills in project / programme management techniques, processes and controls including project planning; project change control; resource allocation; and stakeholder engagement
* Ability to analyse both quantitative and qualitative data and interpret information to communicate to and persuade decision makers/ different audiences.
* Advanced skills in using MS office packages, specifically Excel, PowerPoint and a working knowledge of PowerBI
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| Desirable | * Excellent communications and interpersonal skills, and skilled at consensus building and managing different perspectives across teams
* Able to demonstrate high accuracy and attention to detail with reference to written communication
* Proven knowledge of project management methodology and its application.
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| Additional requirements |
| Essential | * This post is a blended role for office and home working; some travel to Zoo sites (London and Whipsnade) will be required. The project nature of the role may require presence on site for blocks of up to 5 days a week at a time.
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
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