About us...

Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

Job purpose:	- The People Systems Analyst is responsible for contributing to the development, implementation, integration, maintenance and optimisation of people systems within Lincolnshire Co-op. - To provide data to support the digital colleague engagement for all People Systems including, updates and upgrades, adapting existing work processes, ensuring the training end users and communicating updates.
You'll report to:	- People Systems Manager
Your hours	- 37.5 hours per week. - Typical working hours will be Monday – Friday, 8.30am – 5.00pm.
Your relationships:	- All colleagues within the Project team specifically members of People team (HR), Payroll, IT and Financial costings. - A wide range of internal and external contacts, networks and collaborative partnerships. - Internal relationships may include among others, Communications, Marketing, Finance and Health and Safety.
What you'll bring to us:	- Understanding of People processes and practices – particularly workflows, forms and new colleagues. - Full knowledge of system administration responsibilities to support to build end to end processes including audits, users reporting and support. - A working knowledge of HRIS, particularly iTrent is desirable. - Professional, enthusiastic, have strong attention to detail, and can handle a varied workload within a busy team. - Excellent communication skills, both written and verbal. - Ability to work effectively in a team. - Able to prioritise and manage own workload, working autonomously in a structured environment with a professional and approachable manner. - Adaptable, resilient, and focused on meeting deadlines.

Together we are…

Providing and supporting valued services

Helping to grow the local economy

Caring for our health and wellbeing

Looking after our local environment

Your Purpose – I will contribute to my team and the Society's ongoing success in this role by…

Your duties and responsibilities	
	- Maintaining data integrity by performing regular data audits and clean-ups.
	- Ensuring all People systems are up-to-date and functioning effectively.
	- Ensuring data accuracy and integrity by regularly auditing and maintaining system records.
	- Administering user access by setting the relevant security settings, permissions and configurations.
	- Liaising with IT support and external vendors for complex issues and system upgrades.
	- Participating in pre-implementation meetings and workshops to understand system requirements and objectives.
	- Working with the team to develop and co-ordinate all end user communications and training support.
	- Demonstrating high levels of integrity within the system ensuring data management and administration is strong.
	- Supporting, encouraging, developing and growing the team working on the people systems to ensure system requirements are met.
	- Providing technical support to HR system users, troubleshooting and resolving issues as they arise.
	- Ensuring compliance with data protection regulations and organisational policies across all HRIS.
	- Keeping updated on industry best practices and trends in HR technology, advising on potential enhancements.

We're an Age-friendly Employer

disability confident LEADER

INVESTORS IN PEOPLE™
We invest in people Platinum

MINDFUL EMPLOYER

Job Description – HR Systems Analyst
Date for Review – 20th May 2025
Reference – MB/1/037001

Together we are...

- **Helpful –** we'll look for ways to make a difference
- **Inspiring –** we'll help everyone be the best they can be
- **Trustworthy –** we can be relied on

Your Approach – how you will contribute to **your team and the Society's ongoing success in this role.**

I will be helpful by:	- Responding positively to requests from colleagues and customers. - Trying to get it right first time. - Resolving customer complaints and take corrective action. - Sharing my knowledge with my colleagues. - Offering to help before being asked. - Going above and beyond. - Contributing to the team and its success.
I will inspire others by:	- Supporting and encouraging one another. - Being a positive role model. - Listening and learning from my colleagues and line manager. - Building strong relationships with customers and colleagues. - Suggesting new ideas and trying new things. - Taking pride in my work and celebrating success.
I will be trustworthy by:	- Using good judgement in all situations. - Being open and honest. - Take responsibility for my work and delivering positive outcomes. - Treating everyone fairly and with respect. - Doing my best for each other and our communities.

Your behaviours

Adhering to Principles and Values – responding suitably to values-led decisions

Presenting and Communicating Information – translating information appropriately

Relating and Networking – sharing knowledge to develop and learn from others

Working with People – building a strong and adaptable team

Your Behaviours – how you will contribute to **your team and the Society's ongoing success in this role.**

I will adhere to the principles and values of the Society by:	– Being honest, transparent and consistent in all actions and communications. – Treating others with dignity and respect, valuing their diversity and different perspectives. – Listening actively and consider the opinions of others. – Taking accountability for my actions and decisions. – Fostering a spirit of teamwork, co-operation and positive relationships.
I will present and communicate information clearly by:	– Tailoring my communication to the level of understanding and background of the audience. – Paying close attention to others when they speak. – Providing examples to illustrate complex concepts to make my message more relatable. – Encouraging feedback and questions from colleagues to clarify understanding.
I will build a network of customers and colleagues by:	– Offering value to my network by sharing relevant insights, information, or resources. – Fostering genuine relationships by demonstrating authenticity and integrity in my interactions.
I will work collaboratively with my colleagues by:	– Demonstrating an interest in and understanding of others. – Recognising and rewarding the contribution of others. – Listening and consulting with others and communicating appropriately. – Supporting and caring for colleagues. – Developing and openly communicating self-insight such as an awareness of own strengths and weaknesses.