



---

# HR Information and Systems Adviser Candidate Information

Date: September 2022

---

## The Institute of Cancer Research

### About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide.

As well as being a world-class institute, we are a college of the University of London. We came top in the league table of university research quality compiled from the Research Excellence Framework (REF 2014).

We have charitable status and rely on support from partner organisations, charities, donors and the general public.

We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

### HR Reward and Information Team

The HR Reward and Information team provide high quality and timely HR Information to support and inform management decisions made through the organisation.

---

Our mission  
is to make the  
discoveries that  
defeat cancer.

---

# HR Information and Systems Adviser

## Candidate Information

---

### Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



#### **Pursuing excellence**

We aspire to excellence in everything we do and aim to be leaders in our field.



#### **Acting with Integrity**

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



#### **Valuing all our people**

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



#### **Working together**

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



#### **Leading innovation**

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



#### **Making a difference**

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



*Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”*

**Professor Kristian Helin**  
Chief Executive

# HR Information and Systems Adviser

## Candidate Information

### Job description

**Department / division:** HR Reward and Information

**Pay grade / staff group:** Professional Services 4

**Hours / duration:** Full time (35 hours per week), Monday to Friday.

**Reports to:** Head of Reward and Information

**Accountable to:** To provide accurate and timely HR information and support HR systems

**Main purpose of the job:**

To produce complex analysis of high quality and timely HR data to support and inform management decisions made through the organisation.

To enhance the effectiveness and efficiency of the HR Processes and Systems by taking advantage of technical advances.

To ensure full effectiveness and customer satisfaction of the HR and Payroll System.

To work closely on HR Projects with the Head of Reward and Information.

### Duties and responsibilities:

### Management Information and HR Information reporting

To work closely with colleagues from HR and other relevant departments in the collection of HR information.

To undertake:

- The production of scheduled and ad hoc HR Operational management reports to provide accurate and timely data in useable formats.
- The production of complex statistical analysis and manipulation of resulting data to present valuable user-friendly reports in both written and oral format to enable and support management decision making.
- Where appropriate, following the detailed statistical analysis, make recommendations for improvement (e.g. Exit questionnaires)
- The production of Office of National Statistics (ONS) returns.

# HR Information and Systems Adviser

## Candidate Information

- The production of regular management statistical reports including the Annual Workforce Profile Statistics, input, maintenance and validation of HR data for Higher Education Statistics Agency (HESA) Staff Record annual return.
- The production and analysis of equality and diversity reports as required and requested to support the ICR's diversity and inclusivity agenda.

To perform regular audits and data cleansing of HR systems and data fields, to ensure accurate and consistent input.

### HR Information System (Integrated HR and Payroll System) (Unit 4 Business World)

To produce regular reports to ensure data integrity, quality and completeness throughout the HR Information Systems.

To work with the Head of Reward and Information to develop the HRIS to meet organisational needs.

To work with the Head of Reward and Information on the management and development of the HRIS to ensure HR Operations colleagues have all processing queries resolved via assistance from IT Systems Support.

To ensure that the HRIS User's Manual is accurate and kept up to date.

To update salary scales accordingly when required.

To act as first point of contact for reporting and data queries in line with protocols.

### Pay and Reward

To Support the Head of Reward and Information on all of the following;

- To collate and input pay and benefits for a variety of benchmarking surveys including Xpert HR, Willis Towers Watson (WTW), CIPD and other sources.

The production of twice yearly UCEA/Xpert HR Senior Staff survey, and other staff salary surveys as required.

To ensure all salary ranges and scales are up to date on our intranet and the HR/Payroll systems (Unit 4 Business World).

To provide data for the annual pay review including;

- A review of the data relating to performance grades awarded.
- Perform all actions relating to the annual performance related pay awards..

---

# HR Information and Systems Adviser

## Candidate Information

---

### Liaison Role

To work collaboratively and proactively with key colleagues across a number of departments including Payroll, Finance, Academic Services and IT functions.

To maintain effective working relationships with the HRIS supplier.

To provide a customer focused HR information service to our internal customers (within HR and throughout The Institute).

When necessary, assist with chairing meetings in the absence of the Head of Reward and Information, to ensure effective communication between all departments and the resolution of any matters arising.

### General

All staff must ensure that they fully familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations.

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

# HR Information and Systems Adviser

## Candidate Information

### Person specification

#### Education and Knowledge

An appreciation of the role of an HR function	Essential
Degree in a relevant analytical subject e.g. Mathematics, Statistics, Business Studies.	Desirable
Graduate membership of the CIPD	Desirable
Knowledge of system functionality and standard testing processes in an integrated HR/Payroll system.	Essential

#### Skills

Advance knowledge and experience of Microsoft Excel to manipulate large quantities of data	Essential
Sound knowledge of using Structured Query Language (SQL)	Desirable
Sound knowledge of Microsoft Office including Word and use of e-mail.	Essential
Sound knowledge of creating fillable PDF forms	Essential
Sound knowledge of using XML to convert Excel files (for HESA return)	Desirable
Sound knowledge of Tableau for statistical analysis	Desirable
Ability to produce work to a high standard	Essential
Attention to detail and accuracy	Essential
Ability to present statistical information in a user-friendly and professional format.	Essential
Ability to use initiative	Essential
Flexibility	Essential
Excellent team player.	Essential
Excellent customer service skills.	Essential
Excellent organisational skills.	Essential
Excellent communication skills.	Essential
Working knowledge of HR databases.	Essential
Working knowledge of integrating an HR system with a number of other corporate systems	Desirable
Sound knowledge of Visio Process Maps	Desirable

---

# HR Information and Systems Adviser

## Candidate Information

---

### Experience

Experience of working with HR data processes and systems	Essential
Experience of producing and analysing HR Information reports in a user-friendly format.	Essential
Experience of using an integrated HR/Payroll database.	Essential
Experience of working to tight deadlines.	Essential
Experience of providing reports to the Higher Education Statistics Agency (HESA) staff return.	Desirable
Experience gained with the academic sector, not for profit sector or NHS.	Desirable
Experience of using eRecruitment system.	Essential
Experience of being a systems Superuser for eRecruitment and HR Payroll Databases.	Desirable
Experience of implementing a new HR/Payroll System	Desirable

# HR Information and Systems Adviser

## Candidate Information

### Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

#### **Further information**

You may contact Sarita Coleman for further information by emailing [Chermaine.Wallace@icr.ac.uk](mailto:Chermaine.Wallace@icr.ac.uk). This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.