ROLE PROFILE

Job Title: HR Systems & Data Manager (UK/CE)   Location: London

Reports to: Head of HR Operations   Division/Dept: HR Operations

Summary of the Role's Main Purpose

This newly created role provides scope for an individual to make a significant contribution to SEGRO's People agenda, shaping the future success of the organization. Reporting into the Head of HR Operations (UK&CE), the role will be pivotal in maintaining and developing the companies HRIS & Workforce data to ensure operational, strategic and statutory requirements are met. This includes developing and enhancing system workflows and processes, ensuring data integrity, system and data quality control, and producing a wide range of HR management information and reports. Together with the Head of, this role holder will drive the strategic agenda, and will work collaboratively with HR peers, internal and external stakeholders.

Principle Accountabilities

HR Systems
- Overall responsibility for the management and delivery of the company HRIS. Carrying out necessary system and maintenance tasks including but not limited to: user access security management, troubleshooting system issues, monitoring and auditing system, researching and resolving problems and recommending/implementing solutions to meet business requirements.
- Management of employee data within the HRIS, ensuring and maintaining data integrity. Compliance with GDPR and other data protection regulations.
- Collaborate with colleagues to create and analyse data, trends and other management information to understand key themes for the organisation. Inform and influence people planning and activities.
- Lead and develop relationships with the Technology, Transformation and data teams, to ensure alignment of our digital roadmaps, system upgrades and wider HR strategy.
- Operate as a subject matter expert on the HRIS, workforce data & reporting.

HRIS Development and Projects
- Lead, manage and oversee HR system projects relating to process and system improvements. Develop and lead on a digital road map identifying areas for change and improvement in all HR related systems or processes, contributing to process enhancements within the HR Team by implementing systems and procedures that facilitate efficient prioritisation and timely completion of work.
- Lead on legislative changes, system trends and best practice; identifying, recommending and implementing appropriate system upgrades, developments and process improvements for both HR and payroll. Maximising the use of technology and automating processes where possible.

Data and Reporting
- Ensure the timely production of accurate management reports by supporting the development of a comprehensive set of regular reports and KPIs. Minimise manual reporting wherever possible and address ad hoc report requests promptly.

- Lead and manage the data production for the annual reward round. Delivery of data into the reward tool and executive summaries as required.
- Oversee regular validation and integrity checks on system data to ensure accuracy, completeness, and optimisation for reporting. Identify and resolve any identified errors.
- Lead on production and submission of any statutory reporting requirements for internal and external stakeholders.

Team Collaboration
- Together with the HR team, support delivery and execution of all cyclical / calendar activities, such as; performance reviews, reward and promotions, HR policies and procedures, supporting best practice and consistent delivery across the organisation.
- Collaborate with the wider HR team on projects, such as diversity and inclusion initiatives, learning and development objectives and enhancing and embedding the Values and Behaviors.
- Support specific projects which drive forward people priorities or department changes, ensuring outcomes are aligned to business needs and managed in accordance with prevailing policy and best practice.
- Support effective team working through sharing of knowledge, experience and contributing to policy, process and practice improvement.

Core Areas of Knowledge, Skills & Experience

- Extensive experience and detailed knowledge of working within an HRIS (Current system - Sage HRIS
- Experience of HRIS management and development, configuration and maintenance.
- Extensive knowledge of creating data dashboards for organisation use.
- Good IT skills and ability to work effectively with relevant software packages, including extensive experience in Excel.
- Excellent written and verbal communication skills.
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Behaviours and Mindset

- Driven, with the ambition to effect real innovation within SEGRO in a positive and thoughtful way and continue to build the business for success and ambitious growth.
- Truly enthused about taking an innovative approach to process and best practice, and comfortable challenging constructively.
- Adept at building strong, trusted relationships with colleagues and leaders across SEGRO, and with external partners.
- Ability to think strategically and translate this into actionable plans that will make a tangible difference.
- Strong synthesis and analytical abilities.
- Highly curious, with an appetite to experiment, fail fast, and share learning.
- Role models a learning mindset and actively invests in their own development – acting as a role model for leaders and colleagues across SEGRO.
- A valued peer who works collaboratively on a cross-team basis to enable HR best practices and best employee experience.

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.