**Providing clarity; building trust. A job that matters**

**Job Title:** People Systems Analyst

**Salary:** £31,110 (Plus London Weighting allowance £4,527 if based in Croydon or Canary Wharf)

**Location:** Sale, Wakefield, Warrington, Birmingham, Cardiff, Canary Wharf or Croydon

**Duration:** Permanent

# Your role

As a completely independent organisation, the IOPC seek to uphold the rights of the public and investigate the most [serious matters](https://www.policeconduct.gov.uk/research-and-learning/key-areas-work), including deaths following police contact, to promote learning and influence change in policing. The IOPC is an organisation steeped in history, influenced by significant figures such as Stephen Lawrence and Sir William Macpherson. We are looking for people to uphold our core values, and in return we will give you a supportive and inclusive work environment to flourish in.

There are many opportunities to work for the IOPC outside of investigations, where your skills, experience and passion can be utilised. Within the Strategy and Corporate Services Directorate, you will find a wide variety of careers to support our organisational goals of improving confidence in policing whilst developing your own expertise.

As a People Systems Analyst, you will be welcomed into a dynamic and inclusive team working to deliver effective technical solutions for our people management processes.

Anticipated assessment and interview dates are week commencing 05th June 2023.

# What you will need

## Essential

* Excellent customer service skills.
* Proven experience of maintaining an HR Information Management system including self service.
* Experience of developing and implementing changes to system workflow, configuration and system design.
* Experience of HR policy and business process.
* Proven skills of working with database reporting and business intelligence tools;
	+ RRS
	+ Power BI.
* Advanced Microsoft office 365 suite skills including;
	+ charting,
	+ pivot tables,
	+ V-look ups and
	+ ‘if formulas’
	+ MS Teams
	+ Power Query
* Experience of developing customer focussed, automated business reporting.
* Proven experience of complex data analysis to inform decision making.
* Effective problem solving skills.
* Ability to prioritise changing work demands.
* Effective and clear communications using a range of media.
* Ability to multi task and work under pressure.
* Proficiency in the use of standard Microsoft IT packages.
* A strong eye for detail and accuracy.

**Desirable**

* Educated to degree level or equivalent
* Working knowledge and proven experience of the ResourceLink system and modules.
* An understanding of Microsoft Azure technologies
* Holds or is willing to work towards a Business Analysis qualification.
* Demonstrable commitment to ongoing self development

# What we offer

* 27.5 days paid annual leave (increasing with service to 32.5 days)
* Options to carry over, buy or sell annual leave
* Civil Service pension
* PAM employee assistance programme
* Access to Civil Service Sports Council (CSSC) membership
* Staff networks focused on each of the protected characteristics – run for staff, by staff
* Learning and development tailored to your role
* An environment with flexible working options
* A culture encouraging inclusion and diversity behaviours

This vacancy is using Success Profiles, to find out more, please click [here](https://www.gov.uk/government/publications/success-profiles?_ga=2.156185915.1692943174.1578577916-319911383.1576576754).

During the initial selection process we will assess you against your Experience for the suitability of this role. As part of the application process you will be asked to complete a statement of suitability based on the essential experience criteria required for the position.

Successful candidates at application stage will be invited to a success profiles interview which will assess you against Level 2 behaviours, IOPC Values and Strengths.

If successful at application stage, the behaviours that will be assessed at interview will be confirmed in your invitation.

**This advert may close early due to high applications.**

# Be yourself

The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services; demonstrating this ethos in everything that we do.

* As a silver standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi and queer people.
* We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five [calls to action](https://race.bitc.org.uk/issues/racecharter) for leaders and organisations across all sectors.
* Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
* Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme to [Operation Hotton](https://www.policeconduct.gov.uk/recommendations/operation-hotton-recommendations-metropolitan-police-service-september-2021), to [Welsh Language Standards](https://www.policeconduct.gov.uk/who-we-are/equality-and-diversity/welsh-language-standards) and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.

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# Additional information

The IOPC is not eligible to participate in the Civil Service transfer process, therefore successful candidates will not be able to transfer to the IOPC on their existing terms and conditions. The IOPC does not participate in the UK Visa Sponsorship Scheme therefore, candidates will have to provide evidence of their Right to Work in the UK if offered a role with us.

Any move to Independent Office for Police Conduct from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax Free Childcare. Determine your eligibility at https://www.childcarechoices.gov.uk

This role is exempt from the *Rehabilitation of Offenders Act 1974*, therefore a standard Disclosure and Barring Service (DBS) check will be carried out for the successful candidate during the pre-employment process.

# Reasonable adjustment

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email campaigns@policeconduct.gov.uk

Complete the “Additional requirements” section of your application form to tell us what changes or help you might need further on in the recruitment process.