

People Data & Systems Manager- Job Description & Person Specification

Sense salary points:	CHA48 £46,040 per annum
Responsible to:	Head of Talent Acquisition and People Services
Responsible for:	People systems analyst and People data analyst
Location:	Selly Oak, Birmingham

About Sense

For everyone living with complex disabilities. For everyone who is deafblind. Sense is here to help people communicate and experience the world. We believe that no one, no matter how complex their disabilities, should be isolated, left out, or unable to fulfil their potential. Our experts offer support that's tailored to the individual needs of each person, whether that's at our centres, through our holidays and short breaks, or in people's own homes. In addition to practical support, we also provide information to families, and campaign for the rights of people with complex disabilities to take part in life.

About the People and Culture Team

The People and Culture Team at Sense exist to support all our employees and volunteers at every stage of their journey with us. We provide strategic lead on people management, learning and development, internal communications and engagement at Sense. We aim to enable the organisation to have the right culture, capacity and capability to achieve its purpose



About the role

Objectives and responsibilities include

- Leading and managing a team of analysts to develop and deliver the continuous service improvement plan of our People systems, focusing on enhancing the use of iTrent and ensuring integration with other People systems.
- Working on improvements and streamlining processes through effective utilisation of iTrent, identifying opportunities for system enhancements, ensuring optimal functionality and simple and intuitive user interactions.
- Providing proactive support in driving change, ensuring People systems and processes are used successfully across the organisation including management and delivery of system upgrades and maintenance, providing reliable systems guidance.
- Working with key stakeholders to evolve systems, data and processes, ensuring they are accessible, intuitive and aligned to our organisational and regulatory needs.
- Actively participating in cross-functional project work, contributing to planning, execution and delivery whilst providing ongoing support to ensure operational efficiency and alignment with organisational goals.
- Responsibility for the provision of Management Information reports from People systems including Business Objects, PowerBI and other key reporting tools.
- Developing a suite of Management Information reports, analysing data and making recommendations to facilitate data driven decisions across the organisation.
- Managing relationships with suppliers to ensure all contractual obligations are met and service levels are adhered to.
- Working with the Sense Data and Technology Teams to ensure changes to systems are managed and communicated effectively and overseeing system usage and security.



- Ensuring People data is accurately maintained across all systems to the highest possible standard in line with organisational procedures relating to data security and integrity.
- Promoting the People systems as the single authoritative source of employee and volunteer data, making this data available to other systems as required, in conjunction with the Data Management Team.
- Staying abreast of legal and best practice developments, recommending and implementing improvements and developments to People systems to ensure they are fit for purpose.

Person specification

- Proven experience in a similar role, with knowledge of iTrent (not essential).
- Data management, analysis and reporting experience.
- Ability to lead and coach a team to ensure their development.
- Evidence of own continuing professional development.
- Experience of delivering simple and intuitive user processes.
- A commitment to people with complex disabilities and Sense's vision and values.

Our values

Everything we do is underpinned by five core values. These values shape the way we work as we pursue our vision of a world where no one, no matter how complex their disabilities is isolated, left out, or unable to fulfil their potential.

- We include
- We collaborate
- We find a way
- We challenge
- We celebrate



Other information

- This job description does not form part of the employment contract.
- This post is not exempt from the Rehabilitation of Offenders Act.

February 2025