**Job Capsule Supplementary Information: Applications Analyst**

**This supplementary information for *Applications Analyst* is for guidance and must be used in conjunction with the Job Capsule for**

**Job Family ICT Job Level 3 Zone 2**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

The Applications Analyst will be responsible for management of key HR and Finance system data including Establishment Control, Suppliers, Chart of Accounts & Hierarchies, Catalogue Management, Mapping Tables and various related data. The post holder will provide systems administration support for HR and Financial Applications, undertake business analysis, and update relevant documentation to a clear design specification, using standard approaches and techniques to ensure compliance across the Council.

**Example outcomes or objectives that this role will deliver:**

* To provide on-going systems administration for all applications supported by the team
* To manage key HR and Finance data ensuring that all requests are completed quickly and accurately
* Responsible for work structure configuration, maintenance / configuration of suppliers database and approval rules
* To investigate and resolve system data issues and log calls with solution vendors for any software faults
* To provide business users appropriate support and advice on data management processes
* To continuously review and improve business/system processes by working with HR and Finance stakeholders
* To support and train staff at all levels in the effective use of data and information systems
* Responsible for updates and changes to the role auto provisioning process and system
* Responsible for applying the validations required to each different object request
* Manage the workflows for master data requests; ensuring that all requests are completed quickly and accurately

**Technical Knowledge and Experience:**

**(***E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)*

* BSc in relevant discipline or equivalent industry experience
* Detailed knowledge of HR/Finance application, including system administration
* Ability to analyse problems, identify root cause and develop a range solutions, which will add value
* Experience of undertaking analysis of business and technical processes and solutions
* Experience of managing establishment data for the organisation
* Able to manage customer expectations and ensure effective communications with colleagues and customers
* Good working knowledge of HR/Financial controls and associated systems and change management
* Is familiar with the security standards and all relevant legislation that affects security within the defined scope of authority
* Strong communication and influencing skills
* Able to focus on internal and external customers, being innovative and creative, open to ideas and challenge and committed to individual learning and development;

**People Management Responsibilities:**

*(Number of reports, nature of management responsibility)*

*N/A*

**Relationships;**

*(Nature of relationships and partnerships e.g. internal, external, and level)*

* Internal
  + The post-holder will work closely with HR & Finance teams.
  + Relationships are also key within the HR service, in particular relating to data and intelligence requirements. This may mean working closely with HR Business Advisors.
  + Operational stakeholders – typically users or Service Managers in Business Units
  + Wider Technical teams in ICT and communities
* External
  + Software Suppliers

This post will report into Applications Data Manager.

**Work Environment:**

*(Describe the work environment e.g. office based, outdoors etc.)*

Office based

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

**Chart Structure**

**Applications Data Manager**

**Senior Application Analyst**

**Application Analyst**