



Job Description

1. Job Particulars:	
Job Title: HR Information Systems, Data & Reporting Analyst	Department: Human Resources
Direct Reports: None	Travel Required: No
Reports to: GM: Human Resources	Job Grade: C5
2. Purpose of Job:	
To build dashboards, process maps, analyse, integrate, and report on people, payroll, training, turnover rates, injury-on-duty, and employee cost data across HR, Payroll, and Finance and ensuring the data is robust to support decision making.	
3. Key Responsibilities expected from job	
<p>People/Workforce, Employment Equity, and Compliance Analytics</p> <ul style="list-style-type: none"> Responsible for the creation, modification, deletion or any required changes to positions or organisational structure as per workforce planning provided by the business Analyse Employment Equity (EE) data, and do monthly comparative analysis against the legislative and organisational targets Produce SARU workforce demographic analysis by race, gender, disability, occupational level, and departmental units Prepare HR data inputs required for the Department of Employment & Labour Employment submissions and Employment Equity Committee reporting Provide the HR team and BBBEE Consultant with accurate workforce, training, and employment-related data <p>Employee Survey & Engagement Analytics</p> <ul style="list-style-type: none"> Extract, analyse, and interpret data from employee surveys, including engagement, and wellness surveys Identify trends, risks, and drivers impacting employee engagement and wellbeing Integrate survey findings with HR, Employee Relations, training, and turnover data to provide deeper insight Prepare clear, actionable survey reports and dashboards for the GM: Human Resources and leadership <p>Training & Skills Development Analytics</p> <ul style="list-style-type: none"> Extract and analyse training and development data from internal systems for use by the L&D HR Officer Analyse training spend, participation, completion of training programmes and demographics as required by CATHSSETA and the Department of Employment and Labour Provide data to support the L&D HR Officer for reporting requirements Validate training data integrity in collaboration with L&D HR 	



Injury on Duty (IOD) and Absence Analytics

- Extract and analyse Injury on Duty (IOD) data and related absence trends
- Produce analytical reports on frequency, duration, and patterns of workplace injuries
- Support statutory and management reporting requirements related to occupational health and safety
- Ensure accurate linkage between injury, leave, and payroll data (reporting only)

Employee Cost & Cross-System Data Integration

- Reconcile HR headcount and payroll data with related employee cost data captured on Great Plains (GP) for reporting purposes
- Analyse remuneration, overtime (where applicable), allowances, and other employee-related costs
- Produce workforce cost analytics to support budgeting, forecasting, and management reporting
- Act as the integration point between HR, Payroll, and Finance data (without owning any financial transactions or activities – this information relates to employee costs only)

Employee Relations & Wellness Analytics

- Extract, analyse, and report on Employee Relations (ER) data, including:
 - Trends from exit interviews
 - Trends from exit interviews
 - Wellness programme utilisation and trends
 - Grievance cases and outcomes
 - Disciplinary cases and sanctions
 - Incapacity and ill-health processes
- Provide analytical insights to support proactive employee relations and well-being interventions
- Ensure confidentiality and appropriate access controls for sensitive ER data
- Maintain accurate linkage between ER data and workforce demographics for reporting purposes

HRIS & Payroll System Management

- Act as system subject-matter expert for HR and payroll systems
- Coordinate and execute system testing, including payroll test runs, in collaboration with the Payroll Lead
- Liaise with CRS and IT department on system functionality, upgrades, and data issues

Statutory and External Reporting

- Compile and submit quarterly workforce statistics required by Statistics South Africa (StatsSA)
- Ensure accuracy, completeness, and audit-readiness of internal and statutory HR-related data
- Support internal and external audits through HR data extraction and system reporting
- Maintain submission schedules for statutory bodies

Data Governance and Controls

- Define and map out HR and payroll data processes and standards
- Monitor and resolve data quality issues across HR, payroll, training, and finance-related datasets
- Ensure compliance with data privacy and information security requirements



4. Experience & Expertise (Typical educational qualifications and experience)

Educational Background

- Degree or diploma in Human Resources, Information Systems, Data Analytics, or a related field – Essential
- Knowledge of HR and Financial/Accounting system – Essential

Experience (years and nature)

- 5–8 years' experience in HRIS, people analytics, or workforce reporting roles – Essential
- 5-8 years' experience in cross-functional data integration (HR, Payroll, Finance) – Essential
- 3-5 years' experience in HR and payroll system upgrades and testing – Essential
- 3-5 years' experience in BI and dashboard tools – Desirable
- 1-3 years' experience in Employment Equity and statutory HR reporting – Desirable
- 1-3 years' experience in Training and skills development data - Desirable

5. Critical Competencies

Core Competencies

- **Leadership & People Development** -Provides support and shares knowledge with peers. Welcomes feedback and learning.
- **Resilience** -Seeks support when overwhelmed and takes initiative to manage stress and emotions constructively.
- **Operational Excellence & Ambassadorship** -Delivers assigned tasks reliably and upholds SARU's values in everyday actions.
- **Agile Innovation & Adaptability**- Responds to change with flexibility. Open to learning and trying new ways of working.
- **Collaboration & Communication** -Shares relevant information clearly. Listens to understand and contributes constructively in teams.
- **Strategic & Commercial Thinking** - Understands SARU's goals and considers basic resource and financial impacts in decision-making.

Technical Competencies

- Advanced Ms Excel (pivot tables, macros, VLookups)
- Analytical skills
- Attention to detail
- Ability to handle confidential information