

Talent Systems Analyst

Talent, Liverpool

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

Based in our Liverpool office and sitting within the Talent department, the Talent Systems Analyst is a pivotal role for someone who combines analytical rigor with a genuine passion for making HR systems and data work harder for the people who rely upon them.

You will be the first point of contact for Talent Systems users - triaging requests, troubleshooting issues, and guiding colleagues on how to use systems effectively. Working closely with the wider Talent team, you will identify opportunities for automation and improvement, while creating and maintaining reports and dashboards that enable data-driven decision-making. Maintaining data integrity through regular audit and data cleansing will be central to the role.

You will bring experience within an HR function, with particularly strong proficiency in HR systems administration, alongside strong reporting capability and advanced Excel skills. You are able to manage competing priorities in a fast-paced environment and are delivery-focused, detail-oriented, and resilient, using your initiative to make a meaningful impact.

Job title

Talent Systems Analyst

Recruiting manager

Senior Talent Systems and Payroll Manager

Department

Talent

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

Liverpool

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

HR Systems and Processes

- Provide first-line support for Talent Systems to all end users, troubleshooting issues and triaging any change requests which come into the shared Talent Systems team mailbox.
- Escalating support queries to appropriate internal or external technical support partners when required, and collaborating closely with them to ensure timely resolution for the end user.
- Provide support and guidance to Talent systems users, to help ensure that they can effectively utilize HR systems. This includes developing and enhancing our guidance materials.
- Collaborate with the Talent team to analyze HR processes and identify opportunities for automation, standardization and improvement to increase efficiency and accuracy.
- Support with continuous process improvement, through the utilization of technologies to ensure best practice for all users across the firm.
- Support with system changes (e.g. enhancements and upgrades), which includes consulting with end users, undertaking testing and communicating changes to key stakeholders.
- Collaborate with other Business Professional teams to define system requirements and workflows.

The opportunity for you

Position responsibilities

Data and Reporting

- Support with the reporting functionality within SAP SuccessFactors and support in the implementation of reporting best practice for all stakeholders.
- Create, maintain and enhance reports and dashboards to enable the Talent team to monitor HR metrics and KPIs.
- Provide guidance to Talent Systems report users on available reports and utilization of said reports.
- Extract, analyze, and interpret HR data to provide insights and support data-driven decision-making.
- Help the Talent team maintain data integrity, through regular and ad-hoc data audit and cleansing activities.
- Support with timely third-party reporting, which extends to current and prospective clients and various external market data surveys.
- Support with any ad-hoc reporting requests from internal Talent and external stakeholders, which come into the shared Talent Systems team mailbox.

The opportunity for you

Experience, skills, and qualifications

Essential

- Experience using HR systems (ideally including SAP SuccessFactors).
- Experience working in an analytical/reporting role within a HR function with a clear understanding of HR processes and people data.
- Proficient in excel including advanced functions such as: PivotTables, formulas, and data manipulation/transformation.
- Experience interpreting and analyzing HR data, extracting meaningful insights and presenting in a visually compelling format.
- Ability to work to deadlines in a fast-paced environment, you are organized and can manage competing priorities with a delivery focused approach balanced with high level of attention to detail.
- Strong communication skills with the proven ability of establishing effective working relationships across a diverse set of stakeholders.
- Tenacious and resilient, using your initiative to overcome obstacles and problem solve.

Desirable

- Experience working within professional or financial services.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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Hannah Jackson
Senior Recruitment
Manager

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Senior Recruitment
Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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Meg Vaughan-Irving
Recruitment Senior
Coordinator

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Lottie Williams
Onboarding Senior
Advisor

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Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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