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Promoting a culture of excellence

With more than 29,000 employees across 26 countries, at State Street, our people are our greatest asset. We recognize that highly skilled, engaged and productive employees are essential to our success. Our company values reflect our commitment to employee engagement, Global Inclusion and corporate social responsibility — to help you build a fulfilling career. Around the world, we aim to be an employer of choice by offering competitive compensation and benefits, personal and professional development opportunities, and a work environment that promotes a diverse array of people, ideas and skills.

We're a company that insists on, and rewards, performance excellence. We know our success hinges on attracting the best people to join us — people like you.

We encourage you to explore the possibilities that a career at State Street can offer you.

State Street is committed to embracing diversity and inclusion in the workplace.

HR Analyst- 12m Fixed-Term Contract

An opportunity exists for a HR Analyst 12 month fixed-term contract, within the Global Human Resources team based in London, in support of UK HR Business Partners. The objective is to provide advice and counsel to managers to ensure compliance with the Company's GHR processes, policies and procedures, support divisional performance objectives and assist with ensuring competitive advantage. You will be responsible for servicing an employee population across the UK along with other HR Analyst's which may include multiple domestic locations.

Primary Job Duties and Responsibilities

- Acts as first line contact and point of reference for HR general enquiries.
- Provides HR services to the business and in support of HR Business Partners. Work with other HR Analysts to ensure completion of all HR administration, documentation and process.
- Provides HR input and support on divisional and corporate initiatives including employee engagement activities, flexible work initiatives and annual compensation review and salary change processes consulting with HR Business Partners regarding strategy as needed.
- Works closely with GHR Centres of Expertise (Recruitment, Payroll, Mobility, Compensation & Benefits, Learning and Development, Employee Relations) through developing and maintaining strong relationships to deliver HR services
- Counsels management and employees in the interpretation and application of HR policies escalating to Employee Relations COE as appropriate.
- Supports key process improvement and HR Transformation initiatives for line and HR organisations with corporate-wide impact.
- Supports HR Business Partners with acquisitions, divestitures and migration initiatives.
- Responsible for owning assigned GHR processes and regularly review these with a view to continuously improving their efficiency.
- Provide management information reports to HR Business Partners across the UK to support the business e.g. headcount, turnover, absence, overtime etc.
- Contributes to projects as assigned.
- Provides support to other HR Analysts as required e.g. holiday and sickness cover, to ensure the HR support, processes and administration are covered across the UK.

Performs work independently within scope of established guidelines and practices. Consults with HR Business Partners and management where clarification or exception to process/policy may be required.

Job Specification

- Degree in business, human resources or related field or equivalent education and work experience.
- Achieved or studying towards CIPD or graduate member/ similar level relevant HR qualification.
- Demonstrated experience in a similar human resources role.
- Demonstrated knowledge and application of UK employment legislation.
- Proven relationship building skills and experience.
- Proven interpersonal skills with a can do attitude. Strong communication, consulting, interpersonal, influencing and relationship management skills.
- Flexible, team player creative and able to multi-task in a fast paced environment.
- Attention to detail and deadline oriented. Strong organisation and completion skills / delivery focused.
- Ability to interact with all levels of employees and management.
- Proficient user of Microsoft office, including strong/ advanced excel skills (formula functions and pivot tables).