

Job Description and Person Specification

Last updated: 2 March 2020

JOB DESCRIPTION

Post title:	Human Resources Data Analyst		
School/Department:	Human Resources		
Faculty:	Professional Services		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
Posts responsible to:	Head of Equality, Diversity and Inclusion		
Posts responsible for:	None		
Post base:	Office-based/hybrid working		

Job purpose
Provide specialist analytical support to the Human Resources directorate, with a particular focus in the areas of reward (including pay, pensions, benefits and job evaluation), equality, diversity and inclusion (including equality monitoring, gender pay gap analysis, Athena SWAN and Race Equality Charter), business partnering (including organisational design, business case development, management information and attendance management) and project delivery (design, development and implementation).

Key accountabilities/primary responsibilities	% Time
1. Provide specialist analytical support to the Human Resources directorate. Collate, research, manipulate, analyse and interpret complex Human Resources and financial data from a number of different sources to provide robust management information, generate insight, and highlight issues and priorities. Document workflow to ensure the reliability and repeatability of data outputs.	30 %
2. Work in partnership with others to produce data and analysis which helps deliver key Human Resources projects and University equality work including equality charter submissions, e.g. Athena SWAN and Race Equality Charter. Build robust data books, complex pay models and cost projections as required.	25 %
3. Draft and deliver timely and accurate formal reports, technical documentation and presentations with an emphasis on promoting the understanding and usability of the data these outputs contain.	20 %
4. Prepare quantitative data submissions for, and analyse the outputs of, a range of Human Resources benchmarking surveys (approximately five per year). Network regularly with comparator organisations to gain additional qualitative insight and to challenge assumptions.	10 %

Key accountabilities/primary responsibilities		% Time
5.	Contribute to periodic equal pay reporting, have an understanding of how equality and diversity applies to the responsibilities of the role and to actively promote equality and diversity in all aspects of the role.	10 %
6.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
A wide cross-section of the University community, including Deans, Directors of Professional Services, heads of departments, line managers and employees, trade unions, Human Resources colleagues, Legal Services, Finance and external service providers.

Special Requirements
None

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HND, Degree or NVQ4 or basic professional qualification in a numerate discipline.</p> <p>Strong analytical skills supported by advanced Excel skills, with proven experience of accurately manipulating and presenting large quantities of complex data.</p> <p>Proven experience of formal report writing.</p>	<p>CIPD membership and postgraduate diploma in Human Resources, Personnel Management or a similar, relevant field.</p> <p>Basic knowledge of employment law</p> <p>Experience using Microsoft Access, Power BI and/or other data manipulation and presentation applications that can supplement the functionality offered by Excel.</p> <p>Experience of pay modelling.</p> <p>Knowledge and experience of higher education equality charters, such as Athena SWAN and Race Equality Charter.</p>	Application and selection process.
Planning and organising	<p>Able to effectively plan, manage and prioritise a varied workload.</p> <p>Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.</p>	Experience of successful project management.	Application and selection process.
Problem solving and initiative	<p>Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.</p> <p>Able to identify and lead the implementation of service and process improvements.</p>		Application and selection process.
Management and teamwork	<p>Able to proactively work with colleagues in other work areas to achieve outcomes.</p> <p>Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.</p>		Application and selection process.
Communicating and influencing	<p>Able to adapt communication style to suit a variety of audiences.</p> <p>Able to convey complex and contentious information to a range of audiences including senior managers and non-specialists both verbally and in writing.</p> <p>Able to provide accurate and timely specialist guidance on complex issues.</p> <p>Able to use influencing and negotiating skills to develop understanding and gain co-operation.</p>		Application and selection process.
Special requirements			

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			