L&Q Group

|  |  |  |  |
| --- | --- | --- | --- |
| **Role title** | HR Insights Analyst | **Date** | Feb 21 |
| **Reports to Title** | Senior HR Systems & MI Analyst | **Version** | 1.0 |
| **DBS Disclosure Required:** | No | | |
| **Role Persona** | Agile | | |
| **Purpose:** | | | |
| As a key member of the **HR Systems Team** the HR Insight Analyst will build and maintain a suite of reports and self-service dashboards for HR and the wider business.  Acting as product champion of Business Objects WEBI and other applicable third-party reporting tools. | | | |
| ***Key Responsibilities / Deliverables:*** | | | |
| **Main Accountabilities**  Responsible for producing regular and ad-hoc reports, analysis, data and insights to enable and support management decision making.  To assist with systems development and operational requirements with accurate and timely data insights.  Providing HRIS user support, advice and guidance to end users as well as delivering product training.  To support delivery of the HR programme in accordance with the directorate plan and organisational values,  To achieve organisational strategic objectives while having regard for the highest levels of customer service at all times. | | |  |
| **Strategy and achieving objectives**   1. Building and maintaining reports within the reporting tool Business Objects WEBI. 2. Production of clear and measurable KPIs, for inclusion in the monthly scorecards and internal HR benchmarking. 3. Delivering accurate, timely and usable data to enable the department to become data driven and use trusted information to improve processes and performance. 4. Creating insightful dashboards to support compliance, process management and data integrity. | | |  |
| **Working with others – internal**   1. Work with the immediate HR team to support and promote system reporting capabilities. Responding to opportunities proactively and with relevant priority. 2. Supporting end users with training/use of business systems under the post holders control. 3. Create and maintain absence or performance management reports within BO to enable our managers and HR to adhere with policy and legislation. 4. Contribute and assist the HR Systems Team with system/process improvement or projects 5. Production of annual reporting requirements (internal) | | |  |
| **Working with others – external**   1. Work collaboratively with key stakeholders and partners as required, including 3rd party contractors or consultants. 2. Statutory reporting requirements such as Office for National Statistics requests. | | |  |
| **Compliance**   1. Drive resolution of data quality issues caused by process, definition or system issues | | |  |
| **Records and Systems**   1. Hold a fundamental and current understanding of iTrent and its use (HR & Payroll Solution) 2. Promote the use of internal systems for data safeguarding tailored for agile working. | | |  |
| **Operational Risk**   1. Ensure H&S, regulatory & governance compliance for areas under the post holder’s control. | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Responsibility:** | | | |
| N/A | | | |
| **People Responsibility:** | | | |
|  | ***Direct Reports*** | | ***Indirect Reports*** |
| **Total** **Employees** | 0 | | 0 |
| **Knowledge, Skills and Abilities** | | | | |
| Extensive Business Objects report writing **(essential)** | | Intermediate/Advanced Excel (eg vlookup, pivot tables, nested “if” formula) **(essential)** | | |
| Detailed understanding of HR Metrics / Performance Indicators **(essential)** | | Possess strong analytical thinking to be able to interpret and analyse data, question and articulate **(essential)** | | |
| Good understanding of iTrent **(desirable)** | | Experience of working on projects to implement improvements and change activities | | |
| HR People data experience **(essential)** | | Excellent ability to plan and own work | | |
| Ability to work collaboratively within an agile team | | Intermediate/Advanced use of SharePoint, MS Flow & Forms **(desirable)** | | |
| Excellent Communication Skills – written and verbal | | Application of policy and process | | |
| **L&Q Values** | | | | |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions.  **People**  We care about the happiness and wellbeing of our customers and employees  **Passion**  We approach everything with energy, drive, determination and enthusiasm  **Inclusion**  We draw strength from our differences and work collaboratively  **Responsibility**  We own problems and deliver effective, lasting solutions  **Impact**  We measure what we do by the difference we make  **Other**  Commit to supporting L&Q’s environmental policy and social mission  Comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks | | | | |