

People Systems and Data Analyst

Job Title: People Systems and Data Analyst

Job Grade: Level 4 Zone 2

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden Council are looking to invest in a talented Senior Data and Controls Analyst who can demonstrate a balanced mix of technical and business skills with a passion to drive service improvement and enhance application and data integration.

Working in Finance Corporate Services means you will join a diverse and ambitious team helping to make the borough a better place for all. This role will be key in supporting services across the council including Finance, HR and Payroll.

Camden is already on an organisational journey - focusing on moving from processes (bureaucratic) to relationships and partnerships (relational), and the People and Inclusion division has a critical role in supporting the organisation to be able to operate in this way. For us being relational means putting people at the centre of what we do, building *trust*, having *empathy* and fundamentally focusing on relationships. Starting from a position of *trust* where we treat employees as adults who want to do a decent job. Ensuring there is *freedom* with *responsibility* anchored by guiding principles and always ensuring there is coherence between these values and our actions. Whilst *coaching* managers to use their judgement from a place of empathy and compassion.

As a division we are focused on ensuring we are best placed to support the organisation to imagine a different future and develop the organisation to deliver on it. This means:

- ***Having strong human-centred relationships*** - we want to help people to work well together and to get the best from each other as individuals and collectively.
- ***Being empowered to experiment*** - we want to help people feel safe and empowered to experiment and to make decisions to create change in a way which is supported and in an environment that allows that to happen, underpinned with great data and insight.
- ***Being inspired to learn*** - we want to help people to proactively learn and to create a true learning culture across the organisation - we want people to feel that learning is just a part of what they do every day.
- ***Connecting the human element with change*** - we want to help people, teams and the organisation move from a state of 'what is [the current position]' to 'what if [exploring possibility]' and ultimately to 'how to and how can we' [making possibility a reality].

- **Having resilience and flexibility** - formal structures and status are less important, power is shared so all have agency. We do this by working in the open and with kindness.

The expectation of all people who work within the People and Inclusion division is that we are committed to operating in this way and supporting hers to do the same.

About the role

As the People Data and Performance Analyst you will work as part of our People Operations team leading on data analysis projects, resolving data issues, and developing guidance to support others in embedding good data quality practice within design and throughout development.

As part of data management you will play a pivotal role in making continuous improvements to policies, standards and processes. These are essential in progressing and maturing our management of data.

The postholder will perform complex data analysis across the Oracle Cloud modules and will carry out the review of business processes using various methods and tools, assuring and peer-reviewing the outputs of colleagues to make improvements.

The postholder will lead on upgrades for People and Inclusion and be the point of contact between People Operations and Finance Applications Team on associated project work.

The postholder will run payroll reports.

The postholder will lead on producing/updating relevant documentation and ensure all procedures relating to data meet audit requirements.

About you

To be successful in this role, you'll have to meet the following criteria:

- You will lead and shape our data quality work and help build and operationalise a comprehensive Data Quality framework.
- You will work with a wide range of people across the organisation to understand what they need from their data from client facing to working with owners to understand their quality expectations.
- You will be responsible for accuracy and integrity of all human resource data and will undertake data cleansing as and when required
- You will have experience of business process analysis, identifying and implementing improvements
- You will be competent in use of reporting and Business Intelligent (BI) tools
- You will have ability to work within very tight deadlines and timescales.
- You will have competency in using Microsoft applications including MS Teams, Excel and Visio
- You will have ability to manage customer expectations and ensure effective communications with colleagues and customers.

Work Environment:

- The role can be done on a hybrid basis – working from either a Camden administrative base or home, though the expectation that staff spend on average two days week in Camden.

People Management Responsibilities:

- The post holder will not manager people.

Relationships:

Internal

- Operational stakeholders – Employees, Service Managers and key users in Payroll, Resourcing, across the wider People team, and Finance team
- Wider Technical teams in Digital and Data Services and other directorates.

External

- Other Public Sector organisations and partners such as HMRC, Teachers Pensions, Shared Pension Service, NLWA, Prudential etc.
- Software suppliers and systems support providers