**Job Capsule Supplementary Information**: **HR Analyst (Analytics & Systems)**

This supplementary information for the HR Analyst (Analytics & Systems) role is for guidance and must be used in conjunction with the Job Capsule for: **Human** **Resources** Camden Way Category: 3

• Job Family: **Corporate Services – Human Resources**

• Job Zone: **Level 3, Zone 2**

**It is for use during recruitment, as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

**To provide accurate and timely HR data to stakeholders, help identify trends in organisational activities and contribute to the ongoing development of Camden’s workforce reporting capability.**

* Create and run reports drawing data from relevant systems to inform reports,

decision-making and HR programming in areas such as recruitment, turnover, performance management and equalities.

* Produce HR information for incorporation in the Qlikview reporting suite, as well as other systems as required
* Work closely with the HR Analyst (FOI and statutory returns) to ensure a cohesive approach to data, metrics and information across HR.
* Develop standard and ad hoc reports, templates, dashboards, scorecards, and metrics for different areas of HR.
* Troubleshoot data and reports, including QA of data produced, proactively considering and offering solutions where required.
* Contribute ideas on how to better understand business and people issues through evidence-based research and analysis
* Support the HR Analyst (FOI and statutory returns) when required to compile responses to HR related FOI requests, statutory returns and data surveys
* Ensure compliance with Data Privacy and General Data Protection Regulation guidelines.

The post-holder will be expected to take the lead on the content of work, assigning

tasks and activities where necessary. It will also be responsible for the regular review

of the effectiveness and usefulness of reports that are produced. The post-holder may be required to provide coaching or support to other colleagues on aspects of data and/or systems.

**People Management Responsibilities:**

This post has no formal people management responsibilities. However, it may be

asked to manage projects, including temporarily assigned project team members.

From time to time, the role may be required to supervise temporary agency staff, those on work experience or apprentices, including allocating tasks, overseeing delivery and giving feedback.

The post-holder will be expected to oversee the production of reports where

necessary, allocating work and overseeing delivery of tasks by others.

**Relationships**:

Relationships are key within the HR service, and the one with the HR Analyst (FOI and statutory returns) is integral to the success of this role.

Another area of particular focus relating to data and intelligence requirements entails working closely with HR Business Advisors to inform the service’s work programme.

The post-holder will need to work closely with other HR colleagues carrying out work

relating to information, in particular systems, labour market intelligence and analytics.

The post-holder will also need to develop relationships with colleagues in other

performance teams, e.g. Strategy and Change

The post-holder will be expected to liaise with colleagues in other organisations on

matters relating to HR metrics, e.g. other boroughs, London Councils, ONS, etc

This post reports to the Pay & Reward Manager in Human Resources. Human Resources is in the Corporate Services Directorate

**Work Environment:**

The Human Resources team is based at 5 Pancras Square, although staff are also

able to work either remotely or from home as part of Camden’s ‘agile’ way of working which supports our modern, dynamic and flexible working environment.

The post holder may occasionally be required to work at weekends or in the evening,

particularly if projects require close working with teams who operate out of hours

arrangements.

**Technical Knowledge, Skills and Experience:**

**Essential:**

* Experience of managing large amounts of data for reporting and data quality monitoring, including use of IT systems to do so

* Advanced Excel skills (testing will form part of the assessment)
* Confident working with raw data and able to re-format and/or cleanse it as required
* Ability to present data clearly and in creative ways, using graphs, charts and other presentational techniques.
* Use of personal initiative and judgement.
* Numerate and analytical, with excellent attention to detail and accuracy.
* Awareness of and adherence to principles of data protection and confidentiality in handling sensitive data

**Desirable:**

* Able to interpret and analyse data to draw together options and conclusions.
* Experience of making informed judgements and recommendations.
* Strong communication and presentation skills and comfortable working with

people at different levels.

* Strong statistical skills and the ability to use them to draw insights from data
* Excellent data awareness, with an interest in new and emerging data sources (e.g. LinkedIn, Glassdoor) which can be utilised for business intelligence.
* Knowledge and experience of working with HR systems, ideally Oracle.
* Knowledge and experience of working with reporting and dashboarding tools, ideally Qlikview.
* Familiarity with basic SQL or comparable database query languages, or the ability to quickly assess a process written in such a language and identify errors/improvements
* An interest in workforce analytics disciplines and their development in different settings to address business issues