**Job Capsule Supplementary Information**: **HR Analyst**

**This supplementary information for the HR Analyst role is for guidance and must be used in conjunction with the Job Capsule for: Human Resources**

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

**Job Zone: Level 4, Zone 1**

**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 high quality HR data and advice to stakeholders, helping them to identify trends to support evidence-based decision-making
* To leverage knowledge of the HR function to flag issues, identify solutions and contribute to actions to resolve them
* To lead aspects of the ongoing development of Camden’s workforce reporting capability, working with systems specialists to fix issues and build new capability
* To share knowledge and coach colleagues in the use of data through everyday interactions and training sessions

**Tasks and Activities:**

* 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 and analyse HR information for incorporation in the Qlikview reporting suite, as well as other systems as required
* Work closely with the fellow HR Analyst 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 issues with data and reports, including QA of data produced, proactively considering and offering solutions where required and working with system specialists to resolve the issues.
* Contribute ideas on how to better understand business and people issues through evidence-based research and analysis
* Perform horizon scanning to inform development work, including the absorption and communication of intelligence provided by London Councils to ensure the Council is aware of trends across other boroughs
* Feed into policy change processes, with an ability to think conceptually in order to evaluate options from first principles and contribute to the drafting of proposal papers
* Advise stakeholders in metrics to evaluate the impact of policy changes
* Gather information from a range of sources and stakeholders, both internal and external (e.g London Councils networks), and present findings to stakeholders in HR and the wider Council, including senior management and councillors
* Pro-actively offer coaching in excel and data management to colleagues to enhance their knowledge and improve the capability of the HR team, including provision of training sessions
* Support the fellow HR Analyst 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. He/she will also be responsible for the regular review of the effectiveness and usefulness of reports that are produced. The post-holder will also 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 required to support efficient and creative solutions across HR management information practices
* 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
* Ability to understand a range of complex topics from first principles and scope and build outputs which meet the requirements of stakeholders, being comfortable in employing creative solutions where required
* Strong communication and presentation skills and comfortable working with

people at different levels, including the presentation and discussion of complex information.

* Ability to build and maintain a network of internal and external contacts to inform outputs and provide benchmarking perspectives
* 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 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

**Camden’s Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever-increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle that links the Camden Plan, the Camden Way and the Financial Strategy.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

• Deliver for the people of Camden

• Work as one team

• Take pride in getting it right

• Find better ways

• Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>