**Job profiles:**

**Tips and Advice for Managers –**

Camden’s aim is to ensure that job profiles, role requirements and communication is as inclusive as possible.

We have highlighted some key areas below which you should consider when writing job profiles.

* **Coding**

Where possible all roles should be written either neutrally or feminine coded. Try the link below to see how your text rates::

<https://www.totaljobs.com/insidejob/gender-bias-decoder/>

* **Essential Criteria**

Job profiles should be as clear and concise, avoiding jargon. Profiles should not include skills such as ‘excellent communication skills’ as an essential part of the role if this is more of a ‘nice to have’ as this could dissuade talented applicants i.e. autistic, or dyslexic people from applying.

Make it easy for people to see what the core skills for the role are, otherwise, an applicant may read the job profile as if all the requirements are essential and not apply, despite excelling at the core skills.

* **Degree requirements and experience**

We advise only listing degree as a requirement for the role if this is essential (e.g. work specific qualification or experience) . If it is desirable (e.g. degree level education), then we strongly encourage removing this.

* **Diversity & inclusion Insights**

Job Profiles should include clear signposting to diversity and inclusion support. This messaging has been developed for Camden and sits at the end of each job profile.

**How to write a job profile / template:**

Camden Job profiles consist of four main sections including About Camden, About the role, About you, Over to you.

Managers are required to write the “About the role” and “About you” sections as well as adding content to the About Camden category

Other information needing completing include; Work Environment, People Management Responsibilities and Relationships

Items in red are for guidance only and should be removed once document is completed

**Job Profile - HR Analyst**

**Job Title: HR Analyst**

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

**Salary Range: £37,638 - £43,659**

**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’s vision is to become a data enabled council where effective and transparent use of data and insights drives better decision making. Our team make an essential contribution to delivering this ambition by providing data and insights on our workforce.

**About the role**

The primary responsibility of this role is to provide high quality data analysis and advice to stakeholders, supporting them identify and interpret trends to inform decision-making. This involves gathering and interpreting information from a range of sources and stakeholders, both internal and external to inform benchmarking assessments, conclusions and recommendations. The role also involves supporting the delivery of statutory and non-statutory returns to external bodies and responding to FOIs.

This role will lead on elements of the ongoing development of Camden’s workforce analytics - regularly reviewing of the effectiveness and usefulness of existing analytics and working with systems and specialists to build new capability and resolve issues, as well as coaching colleagues on the use of workforce analytics.

**About you**

You will be comfortable undertaking data analysis, interpreting and presenting findings to a range of stakeholders. Using your understanding of data analysis techniques and key workforce indicators you will contribute ideas on how to better understand business and people issues through evidence-based research and analysis. Confident to take the lead on work, assigning tasks and activities where necessary you will be comfortable working with specialists from different disciplines to develop and deliver improvements to workforce analytics.

**Essential:**

* Expert in understanding and applying tools and techniques which can be used to analyse data
* Experience of undertaking data analysis and data quality monitoring using systems, databases and reporting tools
* Experienced in working with large amounts of raw data and able to re-format and/or cleanse it as required
* Advanced Excel skills to support efficient and creative approaches to analysing and presenting data using graphs, charts and other techniques
* Numerate with excellent attention to detail and accuracy with ability to interpret and analyse data and draw together insights
* Ability to understand a range of complex topics to scope and deliver analysis which meet the requirements of stakeholders
* Ability to think creatively and apply and comfortable in employing creative solutions where required
* Strong communication and presentation skills with the ability to clearly explain and discuss complex information
* A self-starter with a can-do attitude and ability to work across the organisation at all levels
* Ability to build and maintain a network of internal and external contacts to inform analysis and provide benchmarking perspectives
* Awareness of and adherence to principles of data protection and confidentiality in handling sensitive data

**Desirable:**

* Experience of making informed judgements and recommendations
* Knowledge and experience of workforce analytics and working with HR Systems (e.g. Oracle)
* Proficient in using data visualization tools, such as Qlik or others, and statistical analysis tools
* 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
* Excellent data awareness, with an interest in new and emerging data sources which can be utilised for business intelligence
* Active interest in data analytics and their development in different settings to address business issues
* Familiar with Data Protection Act and EU General Data Protection Regulation and application of relevant elements

**Work Environment:**

The People & Inclusion 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.

In exceptional circumstances you may be required to work at weekends or in the evening, particularly if projects require close working with teams who operate out of hours arrangements.

**People Management Responsibilities:**

This post has no formal people management responsibilities, you will however be expected to oversee the production of reports and delivery of reporting tools, e.g. QlikSense dashboards) where necessary, allocating work and overseeing delivery of tasks by others. You may also be asked to manage projects, including temporarily assigned project team members. From time to time, you may be required to supervise temporary agency staff, those on work experience or apprentices, including allocating tasks, overseeing delivery and giving feedback.

**Relationships:**

Relationships are key within the People & Inclusion service and you will need to work with colleagues to scope and deliver workforce analytics across all aspects of the service. You will need to work closely with other data analysts within the team and develop strong working relationships with colleagues within Digital and Data Services (particularly the Applications and Data & Analytics teams) to ensure a cohesive approach to data analysis. Good working relationships with colleagues across the organisation, particularly Performance and Data Analysts in other services will be important to support achievement of Camden’s aim to become a data-enabled Council. You will also need to liaise with colleagues in partner and external organisations on matters relating to workforce metrics, e.g. other boroughs, London Councils, ONS, etc.

This post reports to the Reward & HRMI Manager in the People & Inclusion Service People & Inclusion is within the Corporate Services Directorate

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.