

## JOB DESCRIPTION

**Job Title:** Senior People Data Analyst

**Grade:** SG7

**Department:** Employee Relations, Change and People Analytics, People Directorate

**Responsible to:** People Data and Analytics Manager

**Responsible for:** N/A

**Key Contacts:** Head of Employee Relations, Change and People Analytics

**Standard Occupational Classification (SoC code):** 3571

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### PURPOSE OF ROLE

The People Analytics Centre of Expertise is responsible for providing workforce metrics to support decision-making across the University.

This post will play a key role in supporting the:

- Gathering, consolidating, and analysing of workforce data
- Interpretation of workforce data and production of insightful reports based on the findings.
- Provision of workforce data for strategically important activities including Charters
- Provision of guidance and advice on complex data and analytics queries
- Collaborative working with the Oracle Product Team to improve workforce reporting
- Work with other HEI's and sector bodies, developing and maintaining positive working relationships, sharing and learning from good practice.

### KEY ACCOUNTABILITIES

#### Team Specific:

- Responsible for the provision of workforce data for e.g. Charter submissions / annual monitoring.
- Support the development of effective staff recruitment reporting.
- Support the provision of data for benchmarking and sector analytics.

- Develop and maintain an understanding of people data analytics and data requirements.
- Input into the development and system enhancements of multiple systems including Horizon and Stonefish.
- Develop analytical reports and dashboards using Horizon reporting tools (Oracle OTBI), and other tools as they become embedded e.g. Power BI.
- Use Alteryx or other data processing tools to create efficient processes to support workforce analytics.
- Review and maintain transparent processes and documentation to formalise reproducibility and transparency.
- Work with People Operations to identify opportunities to improve data and analytics services and processes, and up-skill.
- Liaise with colleagues outside of the People Directorate e.g. Strategic Planning / Greenwich Research & Innovation on reporting from HESA Staff data.

**Generic:**

- Actively consider General Data Protection Regulations (GDPR) and data sharing protocols when sharing data.
- Champion workforce data.
- Develop and maintain an understanding of wider HR roles and responsibilities.

**Managing Self:**

- Maintain own continuous professional development (CPD).
- Develop and maintain positive relationships with internal and external stakeholders.
- Network with Data Analysts in other HEI's to learn from and share best practice.
- Role model the University's values of Impact, Collaboration and Inclusivity.

**Core Requirements:**

- Adhere to the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety, Data Protection and Equality Legislation.
- Adhere to the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, reflecting the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the People Directorate delivers the required level of service.

**Freedom of speech and academic freedom:**

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context or environment. The University's commitments to freedom of speech and academic freedom are set out in the [Freedom of Speech Code of Practice](#). In the event of any conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

**KEY PERFORMANCE INDICATORS:**

- Specific Performance Indicators will be established in consultation with the Line Manager

**KEY RELATIONSHIPS (Internal & External):**

- Associate Director - Talent, Development & Reward
- Senior People Business Partners
- Centres of Expertise
- Strategic Planning
- EDI team
- People Operations Specialists (UKVI, Recruitment)
- Oracle Product Team
- Stonefish

## **PERSON SPECIFICATION**

### **EXPERIENCE:**

#### **Essential Criteria**

- Proven experience in a data analyst or similar role
- Advanced proficiency in Microsoft Excel (including XLOOKUPS, pivot tables, IF/IFS formulae)
- Strong attention to detail and commitment to data accuracy
- Solutions focussed
- Track record of improving data quality, reporting processes and analytical capability within an organisation
- Demonstrable experience analysing complex data and presenting insights to senior stakeholders
- Track record of communicating complex data clearly to non-technical audiences
- Strong stakeholder engagement skills, including working across departments i.e. IT, Finance, HR/People Directorate and with senior leadership
- Ability to work independently and manage competing priorities

#### **Desirable Criteria**

- People/HR Data Analytics knowledge
- Experience working in complex or multi-site organisations
- Experience in Higher Education, public sector, or regulated environments
- Experience of software/packages such as Oracle Transactional Business Intelligence (OTBI), Alteryx, Stonefish, Power Pivot, Power BI

### **SKILLS:**

#### **Essential Criteria**

- Extract, clean, transform and model large datasets from multiple sources
- Demonstrable skills using data visualisation tools to create informative dashboards, automated reports and insights
- Data governance and GDPR knowledge
- Ability to write clear, accurate technical documentation and data dictionaries

**Desirable Criteria**

- Coaching and training
- Predictive analytics

**QUALIFICATIONS:****Essential Criteria**

- Degree or equivalent experience

**Desirable Criteria**

- CIPD / People Analytics qualification

**PERSONAL ATTRIBUTES:****Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.