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JOB DESCRIPTION	
Job title: HR Management Information Analyst	**Accountable to**: Strategic Workforce Analytics Manager
Contract length: 12 Month Fixed Term Contract	**Hours per week**: 35 **Weeks per year**: 52
Salary: £34,943 to £42,914	**Grade**: 4
Service: Human Resources	**Location**: 272 High Holborn, WC1V 7EY

Where will this role sit within HR?

The role reports into the Strategic Workforce Analytics Manager and forms part the wider HR Systems, Payroll and Pensions team.

What is the purpose of the role?

To ensure that UAL's Human Resources' operational management information requirements are met and to provide effective support to the Strategic Workforce Analytics Manager.

To support the development of HR's business intelligence capability and methodologies and to develop approaches aimed at improving HR data quality.

To enhance management decision making capability by the provision of relevant HR information

To provide effective support relating to the data and information aspects of the UAL's workforce planning strategies.

Specialist Duties and Responsibilities

- To provide comprehensive support the HR Management Information function in the University by providing University stakeholders with accurate and timely HR analytical Information.

- To actively contribute to development of HR's MI analytics function ensuring best and up to date practice in terms of data collection, data manipulation and data presentation methods.

- Develop robust MI solutions to meet the needs of key stakeholders across the University and to review these solutions on a continuous basis to ensure utilisation and to redesign where necessary.

- Actively promote the MI function to other areas of the University, whilst building and maintaining strong relationships with key stakeholders.

- To maintain, develop and support enhanced approaches to data collection with the aim of improving overall HR data quality.

- To produce, and/or analyse, statistical information to underpin UAL's workforce planning initiatives and strategies.

- To support the development and maintenance of UAL's HR dashboard ensuring that published data is accurate, relevant and consistent.

- To deputise for Strategic Workforce Analytics Manager and to provide effective support in relation to HR's strategic initiatives for example in relation to HESA, HR Benchmarking.

General

- Assume other reasonable duties consistent with your role, as determined by the Strategic Workforce Analytics Manager, which may be assigned to you anywhere within UAL

- Undertake health and safety duties and responsibilities appropriate to the role.

- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.

- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key working relationships

- Head of HR Systems, Payroll & Pensions
- HR Director
- HR Operations Manager
- HR Business Partners
- HR Consultants
- HR Advisors
- Associate Director HR Services
- Associate Director People Strategy
- Associate Director Business Partnering
- Head of Organisational Development
- Head of Diversity
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PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	Business Objects and / or other industry standard reporting tools MS Excel to at least intermediate level Analytical methods to a basic level
Relevant Experience	Data collection strategy and methods within an HR environment. Data manipulation using multiple sources (MI tools/spreadsheets) Assimilation of requirements, development of reports and presentation of data in a variety of methods. Analysis of data
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Leading by example
Professional Practice	Contributes to advancing own skills and experience in area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: January 2020