



Job Title: People and OD (POD) Data Analyst
Department: People and Organisational Development
Reports to: Principal People and OD Business Partner
Direct Reports: N/A

Main purpose of the job

Provide data-driven insights to support the delivery of the People Plan, drive organisational change and performance improvement.

Continuously improve our HR information systems, maintain the integrity of all HR data in adherence with General Data Protection Regulations.

Responsibilities

Specific

- Manage a suite of strategic HR analytics to release the value of HR data by monitoring, analysing, forecasting and developing actionable insights.
- Report on trends to highlight variances, potential risks and recommend actions to support organisational objectives and performance improvement.
- Create and maintain HR dashboards and produce reports that communicate HR data insights effectively to a variety of audiences.
- Act as iTrent Systems Administrator delivering system optimisation, implementing any new software releases and providing training and guidance to colleagues as required.
- Maintain a high standard of data integrity and governance through regular reviews, data audits and system changes and resolve any system issues relating to functionality.
- Provide ad hoc reports and statutory request to meet the needs of the organisation.
- Produce cost modelling for the Authority's pay remit, liaising with the Finance team, identifying and analysing disparity and trends with internal pay versus the market.
- Provide a suite of workforce analytics for the Executive Leadership Team and People & Remuneration Committee as required.
- Capture and maintain highly controlled workforce data and forecasts to provide credible and accurate reports to inform strategic decision making and workforce planning.

- Complete all requests for information from our parent body relating to workforce information and any statutory returns and manage the workforce data analysis.
- Produce annual benefits statements for all staff to aid retention.
- Ensure all HR systems and processes are maintained and provide accurate data to meet audit requirements.

General

- Act in accordance with the behaviours and values of the organisation.
- Manage your own performance to be accountable for meeting individual, team and corporate objectives.
- Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds.
- Actively demonstrate the Coal Authority's customer service standards expected of your role.
- Comply with and contribute to the improvement of operational and team processes and procedures.
- Assist with the preparation and execution of the team's objectives, budgets and financial records.
- Identify opportunities and implement change leading to team development, system improvement and good value for money.
- Maintain and develop positive stakeholder relationships in order to promote the organisation and assist it to meet its objectives.
- Support research and development projects.
- Ensure that the organisation's statutory responsibilities are effectively discharged.
- Carry out any further reasonable requests from your line manager.

Competencies	Level
<i>Seeing the bigger picture</i> - has an in-depth understanding and knowledge of how the role fits with and supports The Coal Authority's business priorities	3
<i>Changing and improving</i> - responsive, innovative and seek out opportunities for continuous improvement	4
<i>Making effective decisions</i> - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner	3
<i>Leading and communicating</i> - leads from the front and communicates with clarity, conviction and enthusiasm	3
<i>Collaborating and partnering</i> - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Coal Authority, to achieve results	3
<i>Building capability for all</i> - has a strong focus on continuous learning for self, others and the organisation	3
<i>Achieving commercial outcomes</i> - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth	3
<i>Delivering good value for money</i> - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment	3
<i>Managing a quality service</i> - plans, organises and manages their time and activities to deliver a high-quality customer experience	3
<i>Delivering at pace</i> - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes	4

Person specification

Job Title: POD Data Analyst		Department: P OD
	Essential	Desirable
Qualifications and Training	Educated to A level standard or above. Maths and English GCSE Grade C or above (or equivalent qualifications)	HR qualifications Degree in a related field
Experience and Knowledge	Experience of process improvement through data analysis (HR Analytics) Experience of MHR iTrent HR system (subject matter expert) Previous experience in a similar role within a HR department Working knowledge of data protection principles	Private sector experience Commercial awareness Experience of administering payrolls Understanding of UK employment law and HR best practices. Experience with statistical modelling and descriptive statistics
Skills and Abilities	Advanced skills in Excel and PowerBI with proven ability to analyse large quantities of data Ability to analyse data and report on findings in user	

	<p>friendly formats Enjoys working with statistics and figures Ability to work under pressure to meet deadlines Ability to maintain credibility with stakeholders Strong team working ethic Customer focused</p>	
<p>Other</p>	<p>Observe strict confidentiality as required in the role Ability to work at pace and flexibility to undertake a wide remit of work Understanding and commitment to diversity and inclusion within the workplace.</p>	



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