Workforce Analyst

£33,106 – £40,619

10 Woodcock Street, Aston

Two positions – one Permanent / one Fixed Term Contract for 12 months

Working 36.5 hours per week

You will be responsible for the delivery of workforce analytics requirements across the Council. This includes the delivery of reports, analysis, dashboards and responses to freedom of Information data requests. It also includes working with HR colleagues and service users in a planned way, to understand and deliver the Council’s requirements around workforce analytics.

The role focusses on extracting and interpreting data, and presenting accurate information, in a way that is helpful for management teams to underpin people management decisions. It requires someone with strong customer service skills, and the ability to think strategically and understand and interpret complex stakeholder requirements and KPIs. The successful candidate will have the ability to produce high volume, quality analytics, often to tight timelines and within tight budgets.

The successful candidate will also have experience and knowledge of implementing new ways of working, innovative use of IT systems and managing projects working with a number of internal and external stakeholders.

Ref: R1922016J

Closing date: 07th October 2016

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
1. **Job Purpose**

1.1. To support the Workforce Analytics manager in engagement across the Council in order develop a detailed understanding of the requirement for workforce analytics and to implement plans to meet those requirements.

1.2. To collect, produce and analyse workforce and HR data and metrics to identify key workforce trends and the implications of these on the Council.

1.3. To ensure the information is of high quality, accurate and translated in a clear, concise and business relevant manner for key stakeholders.

2. **Duties and Responsibilities**

2.1 To work across the Council engaging with stakeholders to ensure their requirements for HR information is clear and to agree what will be delivered.

2.2 To support the definition of the workforce related business requirements from the Council’s new Business Objects suite and the technical roll out and associated engagement.

2.3 To support HR initiatives and activities (e.g. workforce planning, succession planning, absence statistics, recruitment activity, diversity information etc.) by delivering the relevant requirements including the consolidation of data, undertaking in-depth analyses and interpretation/evaluation, summarising results and key trends and preparing reports and presentations.

2.4 To have an in-depth understanding of the Council’s and HR’s strategies, current and future workforce requirements etc. in order for the analyses to reflect and support the needs identified.

2.5 To recommend courses for action arising from the information produced.

2.6 To support the development and production of an HR dashboard highlighting key issues and recommending areas for attention.

2.7 To identify key trends and gaps in the data and to pro-actively recommend how the gaps can be closed.
2.8 To produce supporting reports and presentation material appropriate for the intended audience to allow for the information to be easily assimilated and the recommendations to be clearly understood.

2.9 To work with senior HR colleagues to identify what further information and analysis is required to support the business.

2.10 To undertake ad-hoc reports, data mining, data analysis as required.

2.11 To be responsible for ensuring that management and service delivery are compliant with BCC Equal Opportunities policy and that equality and diversity are a key business focus.

**Specialist Responsibilities**

To be responsible for ensuring that management and service delivery are compliant with BCC Equal Opportunities policy and that equality and diversity are a key business focus.

3. **Supervision Received**

3.1 Supervised by Senior HR Practitioner, Analytics

3.2 Level of Supervision

Plan own work to ensure the meeting of defined objectives.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<tbody>
<tr>
<td>HR Adviser</td>
<td>GR4</td>
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<tr>
<td>HR Officer</td>
<td>GR3</td>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

  Observance of the City Council’s Equal Opportunities Policy will be required.
Change and Support Services

Person Specification

Post: Workforce Analyst       Salary/Grade: GR5
Division: Human Resources     Section: HR Operations

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;
T. = Test or Exercise; C. = Certificate; P. = Presentation.

VALUES & BEHAVIOURS

Able to demonstrate commitment to the Council’s Values and Behaviours

DIVERSITY

Shows respect for diversity and values individual difference. Treats all people fairly and appropriately regardless of race religious, belief, gender, age, disability, sexual orientation, appearance or position.

Ability to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity.

EXPERIENCE

M.O.A.

Experienced analyst with extensive knowledge across the analysis and presentation of workforce information.

Experience of line management and able to provide demonstrable evidence or strategies used to improve performance.

Evidence of persuasion and influencing skills at management level including over a range of contentious issues.

Experience of playing a key role in supporting the delivering of successful projects, service improvement or change initiatives including the roll out of technical solutions and increasing the use of data and information.

COMPETENCIES

Definition for this role

Strategic and Innovative thinking

Ability to think strategically and to develop and implement proactive solutions. Responds to strategic opportunities, accurately assessing risk.

Develops and aligns HR strategy, services and advice with organisational goals. Focuses delivery against agreed goals and performance targets.

Influencing and

Successfully persuades and influences individuals and groups
<table>
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<tr>
<th>Role</th>
<th>Required Skills</th>
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<tbody>
<tr>
<td>Persuasion</td>
<td>including senior managers, external stakeholders and Trade Unions on issues of complexity and sensitivity. Listens well and has the ability to use a range of consultation and engagement tools to gain stakeholder buy in.</td>
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<td>Leadership and Management</td>
<td>Ability to think strategically. Considers issues, opportunities and implications of actions to achieve organisational/project goals. Enables effective management of risk. Builds and motivates teams, creating a positive environment which encourages open discussion and innovation, supports performance and builds capability.</td>
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<td>Change and Project Management</td>
<td>Focuses on results, taking personal responsibility for delivering on performance objectives and delivers high quality services. Able to produce straightforward project plans and deliver against them. Promotes change, considering options and taking forward new initiatives. Delivers against personal work and organisational objectives, demonstrating motivation and conscientiousness. Actively supports and participate in the implementation of change projects and operational activities.</td>
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<td>Communication and Analysis</td>
<td>Ability to communicate effectively verbally and in writing across a range of contexts including the ability to present concise and accurate information to a wide and varied audiences, adapting style and content to needs of the audience and checking understanding. Highly developed ability to understand and interpret complex written reports, policy documents, trends and statistics, including the ability to critically evaluate information and plan accordingly.</td>
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<tr>
<td><strong>TRAINING</strong></td>
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<tr>
<td><strong>OTHER</strong></td>
<td>Knowledge of workforce date and reporting toolsets including dashboards and Crystal reporting or similar IT solutions. Advanced Excel and other Microsoft office packages.</td>
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**ALL STAFF MUST ADHERE TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY**