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University of Strathclyde Glasgow

HR Business Intelligence Analyst

Department	Human Resources (www.strath.ac.uk/hr/)		
Directorate	Human Resources (www.strath.ac.uk/hr/)		
Staff Category	Administrative and Professional	Reference No	499733
Reports To	HR Systems Manager	Grade:	6
Salary Range:	£29619 - £33314	Contract Type:	Fixed Term (18 months)
FTE	1 (35 hours/week)	Closing Date	15/01/2023

Job Advert

The University is currently engaged in a major project to replace its combined HR and Payroll system. The advertised role will contribute to the project- and to the day-to-day activities of the small HR Operational Support team- by bolstering Business Intelligence report-writing capacity.

The successful candidate will be a solutions-focussed and methodical problem-solver, who will need to demonstrate significant experience of working with data and systems, ideally within a higher or further education context. Comprehensive, up-to-date skills in using at least one widely recognised Business Intelligence report-writing tool is essential. Specifically, expertise in authoring Business Objects is expected, although robust evidence of skills in using closely similar tools will be considered.

You will need to be able to demonstrate a track-record in the production, from scratch, of high-quality, accurate management information, housekeeping reports, KPI visuals, dashboards, etc. Consequently, you will need to convince the selection panel of your ability to listen to and interpret specifications given by business users; to resolve ambiguities; to translate requirements into technical specifications; and to design and implement solutions that convey information richly and succinctly, in a way that is easily digestible by the intended audiences. The required outputs will, reasonably often, need to be delivered within tight timescales, so the ability to prioritise effectively will be imperative.

It is also essential that you are highly proficient in using the full range of functionality within Excel and, preferably, have skills and experience in creating solutions using VBA. An excellent appreciation and understanding of the workings of databases and their administration is a must.

The HR Operational Support team plays a key part in maintaining and developing all of: the core HR system; the T4 web Content Management System; SharePoint; Qualtrics (surveys); the Cycle to Work scheme application process; and key compliance systems and processes, in respect of the Home Office (right to work in the UK); Freedom of Information requests; Subject Access Requests and GDPR. Consequently, the post-holder will additionally be involved in maintaining and supporting these systems, as required.

The successful candidate will assist (and sometimes represent) the HR Systems Manager as necessary; this may involve hosting meetings and representing HR at working groups, etc.

As a member of the HR Directorate, you will also assist the wider team with business as usual, as required, which will involve dealing with enquiries and assisting with routine or complex tasks. The role will involve a baseline expectation of three days on-campus, with the option of two days' remote working.

Job Description

Brief Outline of Job:

To support the HR Systems Manager in the production and maintenance of a large suite of Business Objects reports, which will facilitate the progress of the HR/Payroll system replacement project. To extract and analyse HR data to support on-going operations, including the provision of HR reports for compliance, workforce planning and other institutional requirements. To monitor adherence to Home Office (right to work in the UK) legislation; to fulfil Freedom of Information requests; and to respond to Data Protection issues, where they relate to University staffing.

This role is an applied and technically engaging position that will demand proactivity and initiative, and will involve meeting a broad range of reporting and analytics requests, as well as collaborating effectively with the Information Services Business Systems team to administer and support key HR systems.

Main Activities/Responsibilities:

1.	Preparing, testing, scheduling and publishing Business Objects reports, in support of the University's HR/Payroll system replacement project.
2.	Performing a wide range of data analysis tasks, working with large and varied datasets and exploiting the full functionality of Excel.
3.	Using reporting tools and techniques to find and diagnose data quality issues; working with business users to resolve those issues.
4.	Creating, maintaining and disseminating core Management Information reports, which will also involve extracting data from the existing HR/Payroll system (again using Business Objects).
5.	Producing high-level reports, infographics, dashboards and any other relevant outputs; engaging with senior management to facilitate informed decision-making.
6.	Coordinating and carrying out user testing of new applications and new functionality, to ensure correct operation and stability prior to release to end users.
7.	Contributing to and/ or delivering training to staff on new or enhanced functionality of system and/ or reporting applications.
8.	Preparing high-quality training and procedural documentation for system administrators and end users.
9.	Providing effective systems support in respect of Microsoft 365 applications, including SharePoint/ Teams, Excel, Forms, Power Apps, etc
10.	Facilitating the liaison between Human Resources and the Information Services Directorate; perpetuating the effective working relationships that exist; communicating effectively with ISD colleagues on a range of technical matters.
11.	Developing and maintaining a sound knowledge and understanding of relevant University policies and processes.
12.	Supporting the department and University in matters of compliance, including those relating to GDPR and Home Office legislation (right to work in the UK).
13.	Coordinating the department's activities in response to Freedom of Information and Subject Access Requests and acting as a primary point-of-contact and data analyst in these areas.
14.	Representing the HR Systems Manager as required: leading meetings and attending working groups; identifying, collating, summarising and reporting back on salient points.
15.	Supporting the collective efforts of the Operational Support team and HR Directorate, in achieving positive outcomes for business-as-usual activities.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1. Degree in an IT or data-related discipline, or with equivalent relevant experience.

Experience

E2. Able to evidence significant experience of creating and maintaining business intelligence reports using established report-writing tools, preferably including Business Objects.

E3. Able to evidence an extensive and successful track-record in the production of high-quality management information, KPI visuals, dashboards, etc.

D1. Experience of data validation, quality assurance and data-cleansing in a relational database context.

D2. Experience of working within the higher education sector.

Job Related Skills and Achievements

E4. Proficiency in using a comprehensive range of functionality within Excel.

E5. Proficiency in using a wide variety of MS 365 applications.

E6. Excellent appreciation and understanding of the workings of relational database systems and the types of data stored within them.

Personal Attributes

E7. Accurate and numerate, with meticulous attention to detail; strong analytical and problem-solving skills.

E8. Able to demonstrate convincingly an alignment with the University's values.

Other Relevant Factors

E9. Availability to attend work on-campus (with a normal expectation of at least three days per week in the office).

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Scott Wigglesworth, HR Systems Manager (scott.wigglesworth@strath.ac.uk).

Conditions of Employment
Conditions of employment relating to the Administrative and Professional staff category can be found at: Conditions of Employment.

Rewards and Benefits
Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found here.

Probation
Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension
The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Relocation
Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews
Formal interviews for this post are expected to be held on 26/01/2023.

Equality and Diversity
The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.