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| Organisation: | Luminate Education Group |
| Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i> | Human Resources |
| Core Job Role: | |
| Job Title: | HR Data Analyst |
| Reports to: | HR Systems Manager |
| Grade | SO1 (D) |
| Date of compilation: | December 2023 |

SPECIFIC ROLE RESPONSIBILITIES:

1. Deliver an enabling and responsive, customer-focused HR and OD service.
2. Work collaboratively and consultatively across the Group to ensure the service proactively supports managers, employees and key stakeholders.
3. Commitment to the delivery of a professional manager-led HR and OD (People) Service.
4. Contribute towards service cross-functional projects and work streams.
5. Improve and maintain internal relationships with Luminate Professional Services teams, such as Health & Safety, Estates, MIS, Finance, IT, Capital Projects and Student Recruitment and Marketing, Student Life and QTL.
6. Contribute to and actively support the Wellbeing Strategy.
7. Cultivate strong partnership working with all internal, external stakeholders including the Trade Unions, developing positive working relationships through effective engagement and communication.

CORE RESPONSIBILITIES:

1. Create and deliver daily/weekly/monthly reports for the service.
2. Plan and produce regular and ad hoc HR reports for the Executive Leadership Team and Board of Governors and ensure delivery in an efficient, timely, and consistent way.
3. Plan and produce external reports to comply with statutory and legislative requirements (HESA, FEW, Association of Colleges, HMRC, National Statistics etc).
4. Responsible for audits across our HR Systems and maintaining data integrity & quality

5. Analyse and interpret workforce information to identify trends, opportunities, and risks. Work in partnership with HR colleagues and managers across the group to continually improve data quality.
6. Manage the compilation of regular and ad hoc HR reports for the Executive Leadership Team and Board of Governors and ensure delivery in an efficient, timely and consistent way.
7. Present data analysis in an informative manner to key individuals within the organisation and ensure the provision of timely reporting.
8. Support data quality and accuracy, ensuring processes are completed to maximise system efficiency.
9. Support the HR Systems Officer in the day-to-day running of the HR system (iTrent) providing systems administration, user support and routine maintenance as required.
10. Provide first line support to users, assisting them in their operation of People Systems (including iTrent, Dashboard, and SharePoint). Escalating and supporting the resolution of more complex issues.
11. Plan and provide user support and training as needed to enable colleagues to use the HR system and associated data effectively.
12. Monitor and maintain the HR system ensuring changes in the college's hierarchy is reflected accurately in the HR system.
13. Update and maintain the integrity of the structures within iTrent organisation structures to ensure new posts, positions, and units are accurately reflected.
14. Work in partnership with colleagues to ensure the HR system is fully integrated with other Group systems as needed to provide an outstanding HR service.
15. Contribute to projects designed to streamline Group systems and improve the user experience.
16. Build and maintain user documentation to enable users to become fully proficient and self-sufficient.
17. Contribute to systems development projects as required.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.

- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

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| Job Title: | HR Data Analyst |
| Department | Human Resources |

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

| Qualifications & Attainments | | |
|--------------------------------|--|----------------------|
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | Q1. Educated to degree level or equivalent experience (preferably with an IT or data specialism) | A/C |
| D | Q2 Qualification in a Data Related Subject | A/C |
| Experience & Knowledge | | |
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | EK1.Experience in using databases and Excel, as an advanced user | A/I/T |
| E | EK2. Experience in data extraction, analysis, manipulation, and presentation | A/I |
| E | EK3. Experience in the production of complex statistical and narrative reports | A/I |
| E | EK4. Experience in inputting, maintaining and interrogating an HR system | A/I |
| E | EK5. Experience of participating in projects | A/I |
| E | EK6. Knowledge of records management, information governance and GDPR standards | A/I |
| D | EK7. Experience in delivering training in a technical subject | A/I |

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|--|--|---------------------------------|
| D | EK8.Systems administration experience | A/I |
| D | EK9. Experience of MHR iTrent or other HR System. Experience of Power BI also desirable | A |
| Skills & Competencies | | |
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | SC1. Excellent Excel skills and good working knowledge of other Microsoft 365 products including SharePoint. | A/C |
| E | SC2. Excellent problem solving with a solution-oriented focus | T//A |
| E | SC3. Strong attention to detail - thoroughness, accuracy and focus | A/I |
| E | SC4. Able to relay/interpret technical information to non-technical users. | A/C |
| E | SC5. Ability to collaborate, provide technical support, and train staff. | A/I |
| E | SC6. Ability to extract, interpret and analyse complex information and produce reports | A/I |
| E | SC7. Ability to present data in a clear, meaningful and professional format. | |
| E | SC8. Ability to prioritise and plan own workloads to meet deadlines. | A/I |
| Behavioural, Values & Ethos | | |
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | Support and promotion of equality, diversity and inclusion | I |
| E | Promotion of a safe environment for children, young people and vulnerable adults to learn in | I |
| E | Commitment to the PREVENT agenda | I |
| E | Commitment to professional standards | I |
| E | Commitment to restorative practice approaches | I |
| E | Commitment to the Group values | I |