Purpose of role
The HR data analyst is responsible for supporting a wide range of HR and University related projects in the area of data analysis. As a senior member of the HR MIS Team, the Data Analyst is also responsible for supporting other team members in terms of providing expert guidance, advice, training and undertaking some operational MIS work activity.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

<p>| Support a wide range of HR and University projects in the area of data analysis |
|---|---|
| Drawing on a range of relevant data sources, take the lead on the design and presentation of relevant data as required to meet the needs of HR and wider University data-related projects. | 80% |
| Undertake analysis of data and trends, providing commentary where required, to empower evidence-based, impact-driven practice to support the objectives of the University and where the data is equality, diversity and inclusion (EDI) focused the advancement of EDI across the institution. | |
| Advise on the capture, collation, improvement and interrogation of existing and new / additional data sources to support measurement of the impact of UoN activities. | |
| Undertake complex reporting and analysis activities as required to support the HR / University Strategic Plans. | |
| Produce training / information guides and deliver support to relevant stakeholders (including but not limited to Athena Swan/EDI/Race Equality Data Champions) to ensure they have the necessary skills to enable them to undertake analysis accurately and with confidence, undertaking some delivery of training where required. | |
| Contribute to wider institutional learning on equality, diversity and inclusion best practice through providing effective data analysis observations, insights and recommendations; this will include but is not limited to, programmes of work which support the Athena Swan and Race Equality Chartermarks. | |
| Lead, be a member of, attend and contribute to a variety of meetings where data analysis expertise/insights is required. | |</p>
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<th><strong>Support the development of the HR MIS service and team members</strong></th>
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| 2 | - Work with the HR MIS Manager to ensure the service operates efficiently, identifying and making improvements to processes and documentation where required.  
- As a senior member of the HR MIS Team, act as an ambassador of the service to team colleagues via training, support and guidance, own work ethos and behaviours.  
- Undertake operational MIS work activity to maintain and improve existing level of own knowledge and expertise in this area e.g. in order to provide cover, support and guidance for colleagues |
|   | 20 % |
| 3 | **Other:**  
Any duties as required, in accordance with the nature and grade of the post.  
This role profile may be subject to revision following discussion with the person appointed and forms part of the contract of employment. |
## Person specification

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<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Ability to interrogate and interpret large, disparate data sets to provide insights, draw conclusions and make recommendations</td>
<td>Project management</td>
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<td>Excellent numeracy skills</td>
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<td>Excellent Microsoft Excel skills; able to create, understand and apply complex formulae</td>
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<td>Excellent analytical skills</td>
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<td>Ability to present data and commentary in a range of formats / styles</td>
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<td>Excellent communication skills (verbally and in writing) to work collaboratively and build a network of good relationships</td>
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<td>Excellent customer service skills</td>
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<td>Excellent general IT skills (including with Microsoft Office)</td>
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<tr>
<td>Excellent organisational skills with the ability to demonstrate flexibility, prioritisation and ability to manage multiple work strands at any given time</td>
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<td>Ability to give presentations in a clear and articulate manner</td>
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### Skills

- Experience of working in a Data Analyst role where interrogating, analysing and interpreting data formed a key part of the role
- Experience of using a variety of IT systems containing data such as HR system, Finance system, Student records system, Customer records system etc
- Experience of using initiative to identify and solve problems
- Experience of working consistently to a fine level of detail and accuracy, whilst managing competing deadlines
- Knowledge of Data Protection principles and experience of handling sensitive data
- Experience of working successfully in a fast moving, changeable environment
- Experience of attending and making effective contributions in a formal meeting setting

### Knowledge and experience

- Experience of using Cognos / Impromptu (or similar reporting tool)
- Experience of working with HR data and ideally in a HR team based role
- Experience of working in a project team
- Experience of supporting chartmark applications
- Knowledge of equality, diversity and inclusion legislation and good practice
- Experience of developing and delivering training on data
| Qualifications, certification and training (relevant to role) | ▪ Degree or professional qualification, or equivalent  
▪ Proven track record of extensive relevant work experience, demonstrating practical and theoretical knowledge |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of (self and) others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

- Line manager
- Role holder
- Key stakeholder relationships
  - Management Information and Systems Administrators
  - Senior Colleagues
  - Colleagues

HR Systems and MIS Manager
Data Analyst