

Job Description

Job Title:	People Analytics Specialist - Metrics
Department:	Human Resources
Reports To:	Director, HR Projects, Technology & Analytics
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	May 2019

Primary Purpose

The People Analytics Specialist is accountable for the design and delivery of meaningful HR analytics and insights in support of HR strategic initiatives and overall objectives. The role is responsible for analysing employee data while translating data into clear, concise, information and insights for key stakeholders.

Key Accountabilities

Support the continued development of relevant people analytics to drive HR talent management decisions and critical business insights aligned with the HR analytics roadmap

- Provide recommendations to the Director, HR Projects, Technology & Analytics for the development of relevant people metrics and dashboards to ensure continuous alignment of the analytics framework and strategy with ongoing HR programs and organizational objectives;
- Perform comprehensive analyses and design HR talent metrics across all functional areas while identifying trends and staying informed about issues pertinent to HR for enhanced decision making;
- Create coherent and compelling stories with data through effective presentations, data visualizations and infographics;
- Manage the collection, collation and reporting of all equity data for the 4 designated groups;
- Ensure all deliverables meet the highest standards in quality, accuracy, and clarity;
- Partner and consult with HR clients services and internal and external customers as needed to elicit requirements, design, build, test, and deploy analytics solutions;
- Execute key analytics projects and initiatives as required, providing consultation, analyses, data interpretation, and overall project management;
- Gather data and prepare standard and ad-hoc reports, scorecards/dashboards, executive presentations and analyses on key HR metrics utilizing Workday, MSBI, external systems, Excel, Access, SPSS, R, Word and PowerPoint;
- Support HR's relationship with Institutional Analysis and Planning (IAP department) and IST while continuing to assess ways to streamline and consolidate employee information;
- Present and communicate data in a clear and compelling way to campus audiences, at all levels.

Support the design and implementation of statistical analyses and predictive modelling aligned with the HR analytics roadmap

- Apply data analysis and research skills to identify key indicators and develop predictive modeling for key employee life cycle events;
- Use statistical analysis to identify correlations and causal factors, and test arguments against historical data sets;
- Turn data-based observations and insights into hypotheses through analytical rigor, leading to tests that will confirm or deny those hypotheses;
- Apply methods to test significance, representability, and validity of data and relationships;

Job Description



<ul style="list-style-type: none">• Mine and analyze large volumes of workforce data from a variety of sources using statistical and advanced analytical techniques.
<p>Data Governance and Privacy</p> <ul style="list-style-type: none">• Provide detailed information and advice on privacy legislation, and university policies, as it pertains to the storage and distribution of HR data to the Director, HR Projects, Technology and Analytics and the Executive Director, HR to inform the university community including staff, faculty, departments, and external stakeholders;• Participate in the development and enhancement of processes and procedures to monitor, improve, and audit data privacy guidelines, data access, usage and distribution of HR data;• Create and deliver end-user training on data privacy and data governance.
<p>Design and execute employee surveys</p> <ul style="list-style-type: none">• In alignment with the HR analytics framework, create, execute and analyze employee based surveys including, but not limited to, HR satisfaction, exit and new hire surveys;• Research and analyze survey data to identify trends, uncover potential issues and work with the Director of HR Projects, Technology and Analytics to develop recommendations;• Collate, analyze, manipulate, mine and interpret quantitative and qualitative data;• Prepare presentations to present the data to the HR leadership team and committees as requested on campus
<p>Continuous Improvement</p> <ul style="list-style-type: none">• Contribute towards new development and/or enhancement of HR analytics practices, tools, methodologies and processes;• Identify opportunities to leverage HR technologies to promote self-service analytics and access to data to drive decision making

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• BA / BS in Computer Science, Math, Human Resources or social sciences. Training in HR data governance and privacy and experience with Workday is required.
<p>Experience</p> <ul style="list-style-type: none">• 3-5 years of experience performing significant business, financial and people analytics data analysis and report development• 3+ years working directly with internal and external stakeholders to gather requirements and provide/create proof of concepts reports/dashboards based on user requirements.• Strong organizational and multi-tasking skills with the ability to balance competing priorities in a fast-paced environment
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Advanced analytical and data mining skills

- Knowledge of data governance and privacy standards for HR data at the subject matter expert level
- Statistical modelling experience with exposure to predictive techniques
- Proficient knowledge of enterprise systems including relational and object based models
- Strong quantitative and qualitative analytical abilities
- Proven experience using data to tell compelling stories to drive decision making at all levels
- 3+ years of experience in a role using SQL, Microsoft Excel and statistical analysis tools
- Excellent oral communication skills; comfort working directly with senior leaders and engaging technical peers
- Knowledge of project management and business analysis techniques

Nature and Scope

- **Contacts:** Internally, communicates, consults, and provides analytical decision-making support to a variety of stakeholders at all levels including HR, IST and the broader campus community. This includes HR analytics support for broad based institutional strategic programs ie; HeForShe, Bridge to 2020, and equity programs. Externally, directly communicates with a variety of government agencies with respect to equity data and overall talent metrics.
- **Level of Responsibility:** Under the direction of the Director, HR Projects, Technology and Analytics, this position is responsible for executing the HR analytics strategy and framework including the completion of analytics projects as a functional project manager. The incumbent is a subject matter expert on data privacy and governance and provides consultative expertise to HR leaders and the broader campus community on the use of HR data.
- **Decision-Making Authority:** Responsible for developing recommendations for review by the Director to ensure people analytics and analytical tools deliver maximum effectiveness aligned with the HR analytics strategy and HR's overall strategy.
- **Physical and Sensory Demands:** Requires high attention to detail and must handle distractions, changing priorities and interruptions, while meeting required deadlines. Regular periods of prolonged concentration involved in data organization, review, verification and analysis, typically involving large data sets.
- **Working Environment:** Minimal exposure to disagreeable conditions, typical of a position exposed to deadline pressures and accountability