

Job Description

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

Primary Purpose

The People Analytics Specialist is accountable to identify and facilitate development and effective use of HR data and systems. This position will support the Director, HR Projects, Technology and Analytics to design, implement and continuously improve HR systems integration and HR data deliverables.

Key Accountabilities

Provide data and consultative support to a broad spectrum of internal and external stakeholders

- Act as a functional subject matter expert for human capital data in HR systems (Workday and MSBI);
- Enable effective decision making by retrieving and aggregating data from multiple sources and compiling it into a digestible and actionable format;
- Provide support for the creation of key performance indicators for HR Projects and broader strategic initiatives;
- Employ strong consultative skills and business acumen to derive requirements for HR data to support workforce planning and strategic initiatives;
- Monitor HR related KPIs/ and identify people-related risks in a proactive manner;
- Provide key data and reports to external governing bodies including Statistics Canada and other Government agencies and partners as required;
- Tell coherent and compelling stories with data through effective presentations, data visualizations and infographics;
- Ensure all deliverables meet the highest standards in quality, accuracy, and clarity;
- Partner with internal and external customers to elicit requirements, design, build, test, and deploy reporting and analytics solutions;
- Build dashboards and reports, assist with presentations and visual aids used to facilitate the decisions for the HR Leadership team and campus partners;
- Collaborate with functional and technical system stakeholders to streamline and enhance reporting processes while promoting self-service and adoption

Support the design and implementation of statistical analyses and predictive modelling

- 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.
- Mine and analyze large volumes of workforce data from a variety of sources using statistical and advanced analytical techniques

Lead data integrity and quality initiatives

- Partner with internal teams to identify and document areas for improvement for data quality, process efficiencies/effectiveness, while making recommendations to automate or streamline data entry/collection processes to ensure the highest data integrity;
- Identify data challenges and reconcile gaps/overlaps/contradictions within data sets while investigating methods for improving data collection and processes ensuring compliance with HR data quality standards and HR's overall needs;
- Support all system data conversions, EIB's (Workday) and configuration changes to ensure that data integrity remains intact and reportable;
- Design audit reports to track variances to standard processes while working with subject matter experts and the HR technology team to address any deviations from standard practices;
- Maintains, troubleshoots and ensures data integrity of HR systems

Continuous Improvement

- Contribute towards new development and/or enhancement of HR data practices, tools, methodologies and processes;
- Provide end-user training on system functionality and reporting tools;
- Identify ways to leverage HR technologies to promote self-service reporting 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

Education

- BA / BS in Management Information Systems (MIS), Statistics, Mathematics, Computer Science, Human Resources, Business or a related field

Experience

- 3-5 years of experience performing significant business, financial or human resource 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
- 2-3 years consultative and business/systems analyst experience to document process, requirements and test plans
- 2+ years of experience in a role using SQL, Microsoft Excel and statistical analysis tools

Knowledge/Skills/Abilities

- Advanced analytical and data mining skills
- 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
- 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 with employees in all groups within the department and IST to resolve issues related to area of responsibility. Strong interpersonal and communication skills are required to understand and document complex business requirements, facilitate workshops and negotiate with stakeholders to design solutions that meet overall department needs. Prepares and presents material at association/committee meetings across campus as required.
- **Level of Responsibility:** Under the direction of the Director, HR Projects, Technology and Analytics, this position is responsible for leading the data quality and integrity effort with respect to HR technology while supporting complex reporting, statistical and data system analysis.
- **Decision-Making Authority:** Responsible for developing recommendations for review by the Director to ensure the data and reporting function is delivering maximum effectiveness aligned with stakeholder and overall department needs
- **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