

## Job Description

<b>Job Title</b>	People Analyst
<b>Grade</b>	SME3
<b>Location</b>	Our working arrangements are hybrid, and you can be based from anywhere in the UK. Some travel will be necessary.

## Operating Context

Without a central HR system and data in siloed systems spread across the team, the People team have struggled to provide the business with adequate reporting, undertake analysis and provide insights. We have tried to solution options with various external providers, but this was too expensive and there were issues around data transfer and compliance. This role will therefore bring the capability in house within the People team and will focus on building a full data analytics solution. The role will be a People Analyst as it will require understanding of the employee lifecycle and bring expertise about predictive analytics that can drive organisational performance through people. It will link closely with the IT team to build a database solution within the existing ecosystem that is secure and sustainable. Therefore, an expert in Power BI is required to deliver the requirements of the role.

## Role

This role will be responsible for centralising all people data, including sensitive information, on a secure server with restricted access. Mitigating risks associated with personal data use, enabling analysis, sandbox testing and pilots.

This role will sit within the People team function and involve working with various business areas, including data governance and IT.

By centralising our data, having transparent metrics, and leveraging People Analytics, NHSP can identify various issues to enhance their workplace culture and to drive strategic outcomes that align with NHSP's goals. This shift will empower People Analytics to influence leaders towards informed decision-making and provide greater predictive value.

The role will be the first point of contact for all data requests within the People team and will possess strong business skills and have an analytical mindset, in addition to providing excellent stakeholder management and solid understanding of the full employee lifecycle, including all the data points, having worked in or closely with a People team before.

## Job Overview

In this role, you will need to be tenacious and determined as you begin the journey towards translating data insights into actionable strategies to drive performance, improve decision-making, and support business goals. We are looking for someone who can help us from the very start of this journey, someone who is willing to roll their sleeves up and do the current reporting work whilst building the

solution! They will need to have experience of completing the DPIA process and working with IT to secure resources to deliver the change.

We are looking for someone with experience of building a data lake from scratch, ensuring compliance with all legislation and completing the necessary paperwork, solid demonstrable experience in ExCel and Power BI and a passion for being part of the solution!

### **Key Responsibilities**

- **Data Collation & Reporting:**
  - Source, gather, clean and combine all data sources (from multiple siloed systems) into one.
  - Develop and maintain dashboards, reports, and visualisations to track key performance indicators (KPIs) and business metrics.
  - Ensure data accuracy, integrity, and consistency in all reporting and analyses.
- **Data Governance & Sensitive Data:**
  - Ensure data is protected and documentation is complete and adheres to our DPIA and Data Governance requirements.
  - Work with relevant stakeholders to ensure data is transferred safely and securely.
- **Strategic Insights & Recommendations:**
  - Collaborate with People team stakeholders understand their data needs, objectives, and challenges.
  - Provide strategic recommendations based on data analysis to inform decision-making, process improvements, and growth initiatives.
  - Analyse and interpret data, identify trends, patterns, and anomalies, and translate findings into clear, concise, and impactful business recommendations.
  - Act as the subject matter expert on business intelligence tools and methodologies, providing guidance on best practices for data usage.
- **Continuous Improvement:**
  - Promote a culture of data-driven decision-making within the organisation.
  - Identify opportunities to streamline data processes and improve the efficiency of data collection, reporting, and analysis.
- **Ad Hoc Analysis:**
  - Lead or support special data analysis projects as needed, providing insights and recommendations to solve specific business problems or evaluate new initiatives.

### **Key Values:**

In addition to undertaking the duties as outlined above, the job holder will be expected to fully adhere to the following:

- **Equality and Diversity**  
To act in accordance with NHS Professionals' Equality and Diversity Policy - this is designed to prevent discrimination of any kind.
- **Health and Safety**  
Ensure that all duties are carried out in line with NHS Professionals' Health and Safety Policy.
- **Corporate Image**  
Adopt a professional image at all times.
- **Risk Management**  
Responsibility for reporting complaints, incidents and near misses through the Complaints and Incidents Management System (CIMS)  
Responsibility for attending health and safety training as required.  
Responsibility for assisting in risk assessments.
- **Scheme of Delegation**  
To comply with the Scheme of Delegation - this requires any employee to declare an interest, direct or in-direct, with contracts involving the organisation.

### **Note:**

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks.

### PERSON SPECIFICATION

Criteria:	<b>ESSENTIAL</b> <i>(When applying for this job it is important you fulfil all these essential requirements. If you do not you are unlikely to be interviewed)</i>	<b>HOW IDENTIFIED</b> A / C / I / P / R / T	<b>DESIRABLE</b> <i>(When applying for this job it is desirable you fulfil these requirements. However, if you do not you may still apply and may be interviewed)</i>	<b>HOW IDENTIFIED</b> A / C / I / P / R / T
<b>Qualifications and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Experience of working within an HR team</li> <li>• Qualification or equivalent experience in Power BI</li> <li>• Qualification or equivalent experience in Excel</li> <li>• Experience with data warehousing and setting up a data lake from scratch, understanding key data, requirements and complex compliance legislative requirements.</li> </ul>	A/I  A/I   A/I	<ul style="list-style-type: none"> <li>• Qualification/Certification in People Analytics.</li> <li>• Familiarity with ESR</li> <li>• Knowledge of data analysis tools (Excel, SQL, Python, R, etc.)</li> </ul>	C  A/I A/I
<b>Communication and People Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both verbal and written, with the ability to present complex data in a clear and concise manner to non-technical stakeholders.</li> <li>• Ability to work collaboratively and build relationships with stakeholders at all levels of the organisation.</li> <li>• Strong analytical thinking and ability to work with large datasets to identify patterns and trends.</li> <li>• Problem-solving mindset with tenacity and resilience to make progress despite challenges.</li> </ul>	I  I  A/I  A/I		

<b>Organisational Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of management skills, including the ability to manage multiple priorities, meet deadlines, and drive projects to successful completion.</li> <li>• Proactive and self-motivated with a strong attention to detail and a commitment to delivering high-quality work.</li> <li>• Attention to detail, with a focus on delivering high-quality, actionable insights.</li> </ul>	A/I   A/I   A/I		
<b>Specialist Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Familiarity with data privacy and security best practices and regulations, such as GDPR including completion of DPIA's and the use of personal data.</li> <li>• Understanding of the full employee lifecycle and data points.</li> <li>• Experience in applying an analytical lens to Human Capital reporting to contribute to the organisations competitive advantage.</li> </ul>	A/I   A/I   A/I		
<b>Physical Skills:</b>	<ul style="list-style-type: none"> <li>• Must pass pre-employment health assessment.</li> </ul>	P		
<b>Equality:</b>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying NHSP's Equality and Diversity and Health and Safety Policies.</li> </ul>	I		

Key: A = Application Form C = Certificate I = Interview P = Pre-employment health screening R =  
References T = Tests/presentation

## Core Competencies framework

Competency	Description
<b>Business Acumen</b>	Demonstrates a strong understanding of the organization's industry, market dynamics, and business processes. Applies this knowledge to analyse data in a business context and provide meaningful insights.
<b>Stakeholder Management</b>	Builds and maintains effective relationships with stakeholders at all levels. Listens actively, communicates clearly, and adapts communication style to suit different audiences. Manages expectations and proactively addresses concerns.
<b>Problem Solving</b>	Applies critical thinking and analytical skills to identify, assess, and solve complex business problems. Uses a structured approach to analyse data, identify patterns, and make data-driven recommendations.
<b>Communication</b>	Communicates complex concepts and insights in a clear and concise manner to non-technical stakeholders. Listens actively, asks probing questions, and seeks clarification to ensure understanding. Presents information using appropriate visualizations and storytelling techniques.
<b>Collaboration</b>	Works collaboratively with cross-functional teams and external partners. Shares knowledge, expertise, and best practices to achieve common goals. Values diverse perspectives and fosters a positive team environment.
<b>Business Insight Development</b>	Demonstrates the ability to connect data analysis with business objectives. Applies business knowledge to develop meaningful insights, identify trends, and provide recommendations that drive business performance and decision-making.

<b>Data Visualization</b>	With appropriate training can uses data visualization tools and techniques to effectively present insights and tell compelling stories. Creates clear and visually appealing dashboards, reports, and presentations that enhance understanding and facilitate decision-making.
<b>Business Process Understanding</b>	Understands the organisation's core business processes and workflows. Identifies opportunities for process improvement and optimization through data analysis and works collaboratively to implement effective solutions.
<b>Adaptability</b>	Embraces change and thrives in a dynamic and fast-paced environment. Demonstrates flexibility in responding to shifting priorities and evolving business needs. Adapts quickly to new technologies, tools, and methodologies.
<b>Ethics and Compliance</b>	Upholds ethical standards and maintains confidentiality in handling sensitive data. Adheres to data privacy and security regulations, such as GDPR, and ensures compliance in all data-related activities.