Job Description

Senior HR Data Analyst

Job Details	
Grade	GR5
Number of Posts	1
Department	Human Resources
Reporting to	People Operations Partner

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE **T**EAM

ACCOUNTABILITY AND **R**ESPONSIBILITY

Q**U**ALITY AND INNOVATION

RELATION**S**HIPS

HIGH SUPPOR**T** HIGH CHALLENGE

Key Responsibilities

To lead and manage the collection and analysis of workforce data and to provide expertise in workforce systems including Oracle and Microsoft.

To play a vital role in supporting data driven decision making and providing valuable insights to the People and Culture function. Your primary focus will be on collecting, analysing, and interpreting workforce data to identify trends, patterns, and opportunities for improving workforce processes and initiatives. This role requires a strong analytical mindset, proficiency in data analysis tools, and the ability to translate complex workforce data into meaningful reports and presentations.

To provide the Trust with access to up to date and relevant data on the workforce as well as other areas of interest.

Key Duties:

To lead the implementation of workforce data dashboards, KPI, and bespoke reporting including:

  i.   Collect and analyse workforce data from various sources, including Oracle Cloud, employee surveys, performance evaluations, and other relevant systems.
 ii.   Clean, transform, and validate workforce data to ensure accuracy, consistency, and data integrity.
iii.   Use data analysis techniques to identify trends, patterns, correlations, and insights related to workforce metrics and key performance indicators (KPIs).
 iv.   Develop and maintain workforce dashboards, reports, and visualisations to effectively communicate workforce data and insights to stakeholders.
  v.   Conduct statistical analyses and predictive modelling to support workforce initiatives and identify potential risks or opportunities.
 vi.   Collaborate with stakeholders to understand data requirements and develop customised reports and analytics to meet their needs.

vii.   Provide workforce data driven insights and recommendations to support strategic decision making and drive workforce initiatives.

viii.   Monitor workforce data to identify data anomalies, outliers, and data quality issues, and take corrective actions, as necessary.

ix.   Stay updated with workforce trends, industry benchmarks, and best practices to enhance workforce data analysis capabilities.

x.   Participate in workforce projects and initiatives related to data analytics, including HR system implementations, process improvements, and automation.

xi.   Maintain data privacy and confidentiality standards in handling sensitive workforce data.

xii.   Collaborate with IT or external vendors to optimise workforce data management systems, such as Oracle, and ensure data accuracy and accessibility.

xiii.   Support workforce data requirements for regulatory reporting, audits, and compliance purposes.

xiv.   Provide training and guidance to stakeholders on data analysis tools and techniques.

xv.   Continuously identify opportunities for process improvement and automation to enhance efficiency and accuracy in workforce data analysis.

xvi.   Collate data for Freedom of Information requests and track key performance indicators for the workforce strategy, presenting trends and identifying areas of focus.

- Under the direction of the People Operations Partner to oversee the further development of the HR data dashboards and KPI reporting to increase its effectiveness in supporting the Trust and the wider work of Birmingham Children's Trust.

- To be the operational lead for workforce data and to be the primary point of liaison with stakeholders on workforce data.

- To support with workforce planning including providing workforce data and information to assist with local decision making and of the individual services operating within the Trust.

- To provide performance information on workforce data at a Trust and local level. To provide analysis on what is working well and to support work to drive service improvement, increase effectiveness and generate positive outcomes for children, young people and families.

- To provide data and analysis in response to ad hoc requests from senior managers and other relevant stakeholders.

Key Information	
Is a Safeguarding Check needed?	Dropdown Options:

	Not Required Or
Will this position have Line Manager Responsibility?	Dropdown Options: Yes

Person Specification

Essential Criteria
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications

CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF/Q	Relevant experience and/or a relevant qualification in Data Science, Statistics, or a related field.
Training	AF/I	Demonstrable continuous professional development in data analysis or statistics. Continuous learning mindset to stay updated with workforce data analysis trends, tools, and best practices
Experience	AF/I	Proven experience as a Data Analyst or similar role with knowledge in workforce data analysis.
Experience	AF/I	Experience with data systems, such as Oracle, or similar and able to create compelling dashboards and reports.
Experience	AF/I	Experience in the Workforce domain or working closely with HR stakeholders.

Knowledge	I	In-depth knowledge of HR processes, metrics, and KPIs.
Skills	AF/I	Strong understanding of statistical analysis techniques, including correlation analysis, regression, and predictive modelling
Skills	E	Excellent attention to detail and accuracy in handling and analysing workforce data
Skills	I/E	Excellent communication skills to effectively communicate data insights to both technical and non-technical stakeholders
Skills	AF/E	Strong organisational and time management skills to manage multiple projects and meet deadlines
Skills	AF/I	Ability to work independently and collaboratively in a team environment
Skills	AF/I	Experience of using technology to deliver improvements and enhancements which drive service transformation.
Skills	AF/I	Supervisory skills to ensure team members are contributing to data collection and analysis and are trained in system usage.
Skills	AF/I	Experience of direct involvement in the preparation and presentation of documents and reports and the ability to prepare summary performance information and analysis to inform performance evaluation and future policy.
Ability	AF/I	Ability to build data dashboards that are purposely designed and built for data analysis / reporting. Ability to think analytically, to create and use concepts to explain and interpret data. Ability to use innovation and use software packages such as advanced statistical analysis for interrogating and presenting of

		analytical information to various audiences.
		The ability to research issues, collect and analyse data, and present information clearly communicating research, intelligence and data analysis to a range of external and internal audiences and to use presentation tools for example PowerPoint.
		Ability to work constructively with managers and other stakeholders to manage competing priorities.
		Ability to negotiate effectively with peers, senior managers and professionals.
		Ability to operate effectively and openly with staff within a performance management culture providing leadership, direction and vision within achievable targets and goals.
		Ability to set, manage and interpret data effectively with clear objectives and timescales for review.
		Work individually or within a team to improve processes and performance by solving problems and identifying and implementing improvement opportunities.
		Ability to develop knowledge of bespoke systems and act as a point of contact for all issues to do with the solution and where necessary identify, locate and competently respond to demands.
		Excellent attention to detail and accuracy in handling and analysing workforce data and multi-tasking.
		Excellent communication skills to effectively communicate data insights to both technical and non-technical stakeholders.
		Strong organisational and time management skills to manage multiple projects and meet deadlines.
		Ability to work independently and collaboratively in a team environment