Coventry City Council

Job Description

Job Title:	Graduate HR Data Analyst	Job Number:	A5617
Service:	Human Resources	Post Number:	1036367
Location:	Friargate	Grade:	G5

Job Purpose:

Support the development and implementation of new HR data and reporting technologies across the Council and with partner organisations.

Main Duties and Responsibilities:

1. Assess requirements to establish database design solutions and data models, and prepare appropriate technical documentation.

2. Undertake development, testing and implementation of new and changed data structures, tables and feeds within the HR Data Warehouse and HR reporting tools.

3. Ensure interoperability and functionality of new services with existing core system architecture.

4. Contribute to data and reporting migration plan, including full risk management processes, from existing infrastructure to new system architectures in conjunction with ICT and 3rd party suppliers.

5. Undertake migration tasks, including full testing and resolution of issues to conclusion.

6. Design, test and implement reports, analysis and analytics from a range of databases using standard data extract and reporting tools

7. Develop user guidance notes using a range of methods and media.

8. Support rollout of reporting tools across the Council and external customers

9. Liaise with ICT and with software providers in relation to upgrades, patches, outages and fault resolution.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:	-	**Responsible to:**	HR Systems & MI Manager
Date Reviewed:	August 2020	**Updated:**	November 2020

Person Specification

Job Title:	Graduate HR Data Analyst	Job Number:	A5617
Services:	Human Resources	Post Number:	1036367
Location:	Friargate	Grade:	5

Area	Description

Knowledge:	An appreciation of the functions of a HR service
	Good knowledge of current and emerging database and reporting technologies
	An understanding of the strategies and procedures across the IT service lifecycle, including change management and release management
	An understanding of database design and the concepts of data warehousing
	An understanding of project management principles and techniques
	Good understanding of how reporting and analytics assists with making business decisions and taking actions in a large, complex organisation.

Skills and Abilities:	Good communication skills by telephone, written, online and in person, appropriate to the relevant audience.
	Adaptability and flexibility to deal with many and varied tasks.
	Good stakeholder management skills, eg, interpersonal, influence, negotiate
	High level of accuracy and attention to detail
	Able to advise on the available standards, methods, tools and applications relevant to data, reporting and analytics
	Able to explain digital or ICT processes to users with prior little ICT knowledge
	Ability and desire to keep up to date with technical developments and trends relating to data, reporting and analytics.
	Ability to write and review effective documents
	Ability to deliver high quality service under pressure
	Team player with the ability to work with others and build and maintain working relationships

Experience:	Building data models to support reporting requirements.
	Using a range of reporting tools to extract, analyse and present data and analytics
	Technical problem diagnosis and analysis
	Providing guidance to users
	Working in a customer-focussed environment

Educational:	Recent degree in a data related discipline
	Evidence of commitment to continued personal development

Special Requirements:	

| **Date Reviewed:** | August 2020 | **Updated:** | August 2020 |