POSITION DESCRIPTION

Workforce Analytics Consultant

Position Level	7
Faculty/Division	Human Resources
Position Number	ADMIN ONLY
Original document creation	May 2021 – updated June 2023

Position Summary

The Workforce Analytics Consultant plays a key role in the delivery and ongoing maintenance of high quality HR data services including analytics, management reporting, and workforce planning. The role entails providing high level practical and efficient data and analytical support for HR teams and key stakeholders through active collaboration.

The Workforce Analytics Consultant reports to the Workforce Analytics and Reporting Team Lead and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Oversee, contribute to and maintain workforce dashboards that provide accurate employee data on headcount/FTE, staff turnover, vacancies, EDI metrics, and other key metrics to HR.

- Support HR clients with access to run or the provision of regular customised reports on HR data not included in the dashboard, e.g. Remuneration reports, position management reports, promotion/incremental increase reports, leave balance reports, etc.

- Work with stakeholders to gather requirements for reporting purposes and explore data sources as well as undertaking data analysis to deliver insights, analytics and relevant reporting.

- Develop and maintain strong relationships with key stakeholders at all levels to identify future workforce analytics needs and ensure delivery of accurate, holistic and cohesive data (workforce and other).

- In collaboration with UNSW IT, administer HRIS data and role security request to manage user access.

- Perform user configuration and administration of PeopleSoft Human Capital Management package to provide query tree and department security tree management.

- Identify possible areas for improvement and implement changes that enhance data quality and reduce effort and repetition.

- Work with large data sets and collate multiple data sets to draw insights and compare benchmarks.

- Contribute to the University's position management framework, collaborating across HR to improve how position data is managed and coordinated and ensuring it is maintained efficiently and effectively.

- Provide support and high-level advice and training across HR and the University in relation to workforce data integrity, position management and the delivery of accurate, reliable, and consistent data to support business outcomes.

- Collaborate with the HR Systems team on process and system enhancements to address gaps causing data integrity issues.

- Contribute to HR projects by providing subject matter expertise and data on workforce reporting and analytics capabilities.

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A relevant Degree with relevant experience, or an equivalent level of knowledge gained through any other combination of education, training, and experience.

- Demonstrated understanding of workforce planning and experience working with data, dashboards and metrics, including ability to analyse workforce information and understand business processes.

- Demonstrated experience working in a data rich environment and in presenting data and complex reports to a wide range of stakeholders.

- Well-developed skills and expertise in the end-to-end data processes applicable to large and complex datasets, including data definition, collection, cleaning, extraction, analysis, and validation.

- Demonstrated analytical and problem-solving skills with ability to develop insightful solutions to address client needs.

- Solid organisational skills and attention to detail with excellent oral and written communication and interpersonal skills.

- Knowledge of Microsoft Office, advanced user of Excel, and SQL, Data visualisation tool preferably Power BI an advantage.

- Proven ability to coordinate and contribute to the development and implementation of projects and continuous improvement initiatives.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.