



People Data & Analytics Advisor

Position Detail

Reports To	Senior People Analytics and Insights Specialist; Senior People Data Analyst	Group	Chief People & Culture Officer
Classification	ASA 5	Location	Melbourne, Canberra, Sydney or Brisbane
Reports – Direct Total	Nil		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

As the People Data & Analytics Advisor, you will be responsible for collating data from multiple sources and providing data reporting and analysis to address business needs and challenges relating to people.

This is a newly created role where you will have the opportunity to shape the people data and analytics landscape, and people reporting capability.

As part of the People Data & Analytics team, you will provide key information on a range of people topics to the wider business.

Accountabilities and Responsibilities

Position Specific

- Develop people data queries and reports from multiple sources on an ad-hoc and regular basis
- Use BI tools to produce and automate dashboards and reports
- Contribute to data insights to stakeholders where required
- Work with a range of HR systems to collect and interpret data, and identify data collection and sourcing improvement opportunities

People

- Build and maintain productive working relationships with stakeholders to proactively seek feedback to ensure a quality focused service and information is being provided to the organisation,
- Engage proactively with the team to help facilitate performance improvements while ensuring compliance with corporate policies and procedures and actively demonstrating the Airservices Values.
- Manage and prioritise individual workload while also helping others in the team in order to ensure a high level of customer satisfaction.

Compliance, Systems and Reporting

- Influence efficient and secure procedures for data management and analysis with attention to all technical aspects
- Assist stakeholders with reports and data extraction when needed
- Quality assure data management processes
- Monitor and analyse information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)

Safety

- Demonstrate safety behaviours consistent with enterprise strategies

Key Performance Indicators

Efficient, Effective and Accountable

- Build accessible and easily analysed HR reports and data models.
- Ensure data and reporting is timely and accurate

Commercial

- Aid in the delivery of the continuous improvement activities

Safety

- Compliance with safety, risk, environmental and any other standards

Key Relationships

- Head of People Operations
- The People Data & Analytics team
- Corporate services including the Finance function and the Chief People & Culture Officer team

Skills, Competencies and Qualifications

- Experience working with BI tools and data models
- An energetic, vibrant and creative approach to people data and analytics
- Able to communicate ideas in a way that is easy to understand
- Complex problem-solving and analytical skills
- Understanding of HRIS - e.g. SAP, SuccessFactors (desirable)
- Tertiary qualified in a Business or HR related discipline (desirable)

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence

- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.