**JOB DESCRIPTION**

**HR Reporting and Insights Analyst**

ABOUT UNITING

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are Imaginative, Respectful, Compassionate and Bold.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

Primary:

The purpose of this role is to provide quality HR Reports to support decision making across the organisation. The position holds the critical responsibility of transforming complex data sets into clear, concise and actionable reports for HR stakeholders.

Secondary:

In addition, data driven analytics and metrics will help to identify opportunities for process optimisation and continuous improvement. The ideal candidate will possess a solid understanding of the HR function and be adept at providing information and delivering high-quality support services to managers and other stakeholders within the Uniting organisation.

ROLE KEY ACCOUNTABILITIES

You will play a valuable role as a member of the HR Systems Team in:

* Contributing to a stronger and more unified Uniting;
* Determine the key priorities form data reporting requirement for and your specific areas of accountability;
* Working with your colleagues to improve knowledge of the team role in achieving Uniting’s strategic objectives by improved data analysis and reporting on key HR metrics;
* Actively participating in communication to understand and contribute to a One Uniting way of operating.
* Working productively and collaboratively as a positive role model both within your team and with others across Uniting.

As HR Reporting and Insights Analyst your role will:

* Manage the provision of regular reports to internal stakeholders and support the team to streamline reporting processes.
* Develop and maintain various HR dashboards and when required, analyse data sets
* Actively review and improve the relevance of the HR data being reported to the business to ensure it remains aligned with current business needs and our strategic direction.
* Consult and advise various stakeholders on reporting options that can provide appropriate insight into their business, tailoring reports to meet these expectations.
* Collaborate with People Business Partners and other teams to identify trends, patterns, and correlations in employee data, enabling evidence-based decision-making.
* Review, assess and develop a process of continuous improvement for data management, analysis and reporting.

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will:

* Actively promoting safe work practices in the workplace during all activities consistent with Uniting’s policies and comply with all WH&S legislation, policies and procedures.
* Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

**Your directorate:**  People Experience

**You’ll report to:** Head of People Services / Executive Officer, People Experience

EXPERIENCE

**Experience:**

* You will possess a strong technical skillset with experience utilising tools such as PowerBI, Excel VBA, SQL and DAX.
* Experience with a variety of data sources including structured and unstructured data with the ability to identify and extract insights from these sources.
* Experience with and understanding of HR metrics is preferred.

YOUR KEY CAPABILITIES

* A keen eye for detail which aids your ability to explain trends and recognise patterns in a meaningful way.
* Strong time management skills with the ability to manage against multiple priorities.
* Strong interpersonal and communication skills to build and maintain relationships across all levels of the organisation.
* Ability to use data to tell a story – communicate insights in a compelling manner, using data visualisations and other tools to help stakeholders understand the implications of the insights.
* Confident working in uncertain situations with an ability to identify and prioritise issues, develop hypotheses, and design experiments to test theories to offer creative approaches to resolving complex issues.

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