

Human Resources Analytics and Insight Specialist



The Human Resources (HR) Analytics and Insight Specialist is accountable for leveraging HR data to generate insights and reports that inform business decisions. This role is also responsible for ensuring data validation and data integrity processes for our people information.

Reports to:	Human Resources Manager
Department:	Human Resources
Group:	People & Culture
Tenure:	Permanent – part time (25 hours per week)
Location:	Avalon
Direct reports:	Nil
Budget:	Nil
Career Path:	Corporate
Job Family:	People & Facilities
Career Step:	7
Date:	May 2024

Position priorities and responsibilities

HR Data Analysis and Reporting

- Develop and oversee recurring HR analytics and reporting processes, ensuring timely delivery of accurate and insightful analysis and reports.
- Assist HR team to identify strategies, risks, options, recommending approaches and mitigations to meet functional requirements via analysis and interpretation of data and trends
- Providing insights on reports, utilizing systems and software to automate where possible and utilise the HR data
- Develop, own, and manage recurring HR analytics and reporting, including Workday standard and custom reports
- Oversee recurring HR reporting, including responsibility for end-to-end HR dashboard development, management of the data, dashboard design, configuration, delivery, and maintenance
- Develop and lead Executive Leadership Team (ELT), Board and external governance reporting to inform employee engagement, recruitment, retention, and remuneration strategies
- Analyse, design and build new custom reports using standard Workday reporting functionality (ex: Report Writer, Calculated Fields)
- Participate in report reviews, including understanding and ensuring security and data privacy standards

- Design data visualisation of HR metrics/information built around actionable insights in a way that is engaging, informative and supports quality decisions
- Responsibility for HCM data integrity, security, and compliance
- Lead Workday complex mass data change projects and processes (e.g. data in a new Workday module, Remuneration Review outcomes), including building EIBs

Data Integrity and Compliance

- Uphold data accuracy and integrity standards across all HR technology platforms, ensuring the reliability and trustworthiness of HR data
- Conduct routine audits and data validation exercises to identify discrepancies, errors, or anomalies, taking proactive measures to rectify issues and maintain data quality
- Assist and guide in responding to official information requests and parliamentary inquiries related to HR data, ensuring compliance with relevant regulations and confidentiality requirements

Remuneration and compensation

- Provide support for the remuneration and performance development cycles, including the movement of data between multiple systems (RemWise, Workday, DataPay) with complete accuracy
- Complete the remuneration modelling for the annual remuneration review, and any ad-hoc modelling such as during bargaining and/or for working groups
- Execute testing and data validation for payroll related data
- Support the testing process for the Workday / Datacom integrations for pay related transactions and processes (i.e. data migration and parallel runs and reports)
- Provide specialist and expert input into compensation and remuneration frameworks, processes, and reviews.

Workday Virtual Support Team

- Provide excellent and consistent customer service across the HR-related functions and ensure that decisions are made consistently to the satisfaction of both entities, alignment to Workday best practise continues, employees experience consistency and timely and accurate assistance
- Support activities and work closely with our vendor Specialists for tier two support functions
- Understand the Workday methodologies and recommending best practices related to Workday functionality
- Work closely with ESR as joint ERP tenant in Workday
- Support the HR Systems Specialist, Service Delivery Manager (SDM) and Workday System Administrator (WSA) to coordinate the delivery of incident and problem management activities across the HR-related functional areas including:
 - Contribute to the continual service improvement work programme
 - Assist with the appropriate scoping and prioritisation of all HR-related function enhancement requests

Teamwork

- Work effectively as a member of the HR team, and the People and Culture Group to support other team members and provide coverage of functions
- Work with other team members to ensure workloads are fairly spread and manageable
- Work with other team members on projects
- Support a positive culture and morale

Responsibilities of all our people

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- HR team
- Workday IT team and SMEs
- People leaders
- All our people

External:

- Workday Specialists
- HR system vendors
- Compensation and Remuneration service providers
- Payroll Providers
- Workday tenants ESR (Payroll and HR team members)

Person specification

Skills, knowledge, and attributes

- Expert in the design and delivery of HR data and systems to meet business needs
- Analytical, evaluative, and a problem-solver
- Committed to data integrity and accuracy
- Understanding of data ethics and privacy
- Experienced in proactively working with other technical experts
- Team player and able to explain the complex in meaningful ways

Experience

Essential:

- At least 7 years in a HR data role with strong numerical and analytical expertise
- Proven track record in successfully providing HR information and data integrity frameworks that support technology and systems
- Advanced user of Excel, especially EIB and modelling

Preferable:

- PowerBI knowledge and experience
- Previous experience using WorkDay, specifically using Report Writer and Calculated Fields, an advantage

Qualifications

Essential:

- Bachelor's degree in relevant field (HR, statistics etc) or equivalent experience

Performance Dimensions

At a high level, GNS Science recognises six **Performance Dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way we work*. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity, and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles, and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner, respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates, and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost, and benefit parameters.
- The application of appropriate project management rigour, principles, and practices to delivering quality projects in a cost-effective manner

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external Specialists, stakeholders, and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with Specialists and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute, and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.

- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.