

JOB DESCRIPTION						
JOB TITLE	Manager, Human Resource Reporting and Analytics					
DIVISION	Corporate Services	DEPARTMENT		Human Capital Management		
REPORTS TO	Senior Manager, Human Resources	SUPERVISES		Human Resource Analyst Human Resource Assistant		
JOB SUMMARY	The Manager, Human Resource Reporting and Analytics, plays a pivotal role in leveraging data to drive strategic HR decisions within the Authority. This position will manage the collection, analysis, and interpretation of HR data to provide actionable insights and recommendations to Executive Management to inform talent decisions, improve workforce processes and promote positive employee experience.					
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE						
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> Bachelor's Degree in Management Information Systems, Data Science, Statistics, Computer Science or related discipline. Certification in Human Resource Management (SHRM-CP , Project Management or related fields would be an asset. 					
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> Sound knowledge of business intelligence and data analysis tools. Sound knowledge of employment laws, regulations, and compliance requirements related to HR data privacy, security, and reporting. Sound knowledge of comprehensive HR principles and practices, including talent management, employee relations, performance management, and organizational development. 					
EXPERIENCE	<ul style="list-style-type: none"> Five (5) years of experience in human resource analytics including at least three (3) at a managerial level. Experience in managing human resource management system implementation. 					
OTHER	<ul style="list-style-type: none"> Any equivalent combination of education and experience. 					
COMPETENCIES						
BEHAVIORAL COMPETENCIES	COMPETENCY	FOUNDATIONAL	BASIC	PROFICIENT	ADVANCED	MASTERY
	Attention to detail					
	Communication					
	Continuous learning					
	Conflict resolution					
	Client orientation					
	Decision making					
	Emotional intelligence					
	Ethics, integrity and transparency					
	Leadership					
Organizational knowledge and awareness						

	Strategic thinking					
	Analytical skills					
	Teamwork					
TECHNICAL COMPETENCIES						
TECHNICAL COMPETENCIES	Data Analytics					
	Statistical Analysis					
	HRIS/HRMS					
	Data Governance					
	Data Analysis Tools					
	Data Protection Regulations					
	Innovation					
	Relationship management					
	Building organisational capability					
	Business Acumen					
	Project Management					
	Change Management					
	Risk Management					
	Written advocacy					
	Proficiency in Microsoft Office Suite					

RESPONSIBILITIES AND ACCOUNTABILITIES

- Design and implement data analysis strategies that drive human resource performance in collaboration with CHRO, Senior Manager, Human Resources and Senior Manager, Workforce Planning and Talent Management.
- Conduct advanced statistical analysis and predictive modelling to derive insights from HR data, whilst interpreting data trends, patterns, and correlations to support strategic HR decision-making.
- Manage the collection and compilation of HR metrics and data from a variety of sources including the Human Resource Management System (HRMS) payroll outputs, management, employee surveys, exit interviews, employment records and other sources.
- Develop and maintain HR performance metrics related to talent acquisition, retention, turnover, employee engagement and other areas.
- Recommend policy enhancements based on metrics and analysis to improve organizational culture, retention, talent management, employee engagement, and legal compliance. Review and suggest modifications to existing policies and propose new ones.
- Design and produce comprehensive HR analytics reports, dashboards, and presentations to provide clear data insights in support of HR strategies.
- Prepare reports, presentations and notes outlining data results and explaining findings to senior leadership.
- Identify and recommend short and long-term goals, milestones, and benchmarks for key performance metrics.
- Support the implementation of new training, development, and recruitment initiatives by providing data-driven insights and analytics to optimize their effectiveness.
- Collaborate with IT, Corporate Strategy, Finance and other departments to integrate HR data with overall organizational data architecture.
- Ensure compliance with HR data privacy regulations and ethical usage by implementing protective measures and establishing data governance protocols to maintain data quality, consistency, and integrity across HR functions.
- Plan, coordinate and review day-to-day activities of the Department, mentoring team members.
- Design and implement HR document management process to organize, store and manage employee files.

- Identify opportunities to improve HR processes and systems through data analysis and recommend actionable improvements.
- Manage HR analytics projects from initiation to completion, ensuring timelines and deliverables are met.
- Stay up-to-date with industry trends, best practices and advancements in data analytics recommending improvements to data collection methods, analytical tools, and reporting processes.
- Perform other job-related duties as required.

Submission of Applications:

Email a copy of your CV and Cover letter to: recruitment@eastmanandassociates.net

Application Deadline: 12:00 midnight September 6th 2024.

Only shortlisted candidates will be contacted.