

## Job Description

**JOB TITLE:** **Senior HR Analyst**

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**Reports to:** **Reward & HR Systems Manager**

**Grade:** **PM1**

**Safety Status:** **Non-Safety Critical**

**Date version agreed:** **June 2020**

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### 1. Job Purpose

To design, develop and implement automated reporting tools/process solutions for internal and external periodic and ad hoc HR reports, providing analysis, metrics, dashboards, and scorecards that inform business leaders and key stakeholders.

Retrieve and aggregate data from multiple sources and compiling it into a digestible and reportable format.

Ensure the reporting to the DfT and other regulatory bodies, is accurate and compliant with timescales and/or franchise requirements e.g. Abellio, DfT, RSSB, RDG, ORR.

Assist in the preparation and integration of people data for implementation of future HRIS systems.

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### 2. Safety Detail's

A; This role requires security clearance (for e.g. running of special trains)	NO
B; This role is required to hold relevant Track Safety Competence (PTS)	NO
C; This is a Safety Critical Work Post	NO
D; This is a 'Key Safety Post'	NO
E; Reference to this post is included in the Company Safety Certification documents	NO
F; This role manages employees (undertakes specific tasks indicated in the occupational & operational standards manuals)	NO
G; This role manages locations (undertakes specific tasks indicated in the occupational & operational standards manuals)	NO

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### 3. Dimensions

**A. Financial:           No Budget Responsibility**

**B. Staff:                No Direct Reports**

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### 4. Principal Accountabilities

- Optimise, implement, and maintain HR data tools, reporting, and dashboards.
- Produce and deliver standard (periodic) and customized HR reports.
- Respond to HR data requests on an ad hoc basis by gathering, analysing, and reporting relevant data from various sources.
- Maintain HR data integrity by ensuring the accuracy and consistency of input data and identifying irregularities.
- Research, analyse, and present data to identify trends and insights, troubleshooting data and reports where irregularities occur to support data governance.
- Write detailed reports where appropriate.
- Responsible for master data entry, including data uploads, data cleansing and workflow design.
- Contribute to delivery of BAU in line with system specialism, acting as a subject matter expert.
- Contribute in the implementation of new modules/systems across the businesses
- Responsible for addressing a high volume of system-related activities in a timely fashion while maintaining a high level of quality and internal customer satisfaction

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### 5. Context

#### **A: Operating Environment:**

Requirement to work on own initiative, escalating to Reward & HR Systems Managers where necessary.

Analytical thinker, with the ability to communicate complex performance data to line managers in a useful, understandable format

Be the conduit for HCM reporting within the business.

#### **B: Framework and Boundaries:**

Will work across all areas of HR function and with sister TOCs to develop state of the art data tools and techniques for the improvement of HCM reporting.

Ensure Data Privacy and Protection Guidelines are compliant with GDPR, company policy and/or legal requirements.

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### 6. Relationships

## A: Reporting lines – Reports to Reward & HR Systems Manager

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### 7. Knowledge and Experience

BSc/MSc in statistics, HR or related field.

3+ years of experience as an HR Specialist / Data Analyst in a complex environment

Excellent MS Excel experience.

Strong data and analytical skills, with advanced ability to draw insights from analysis supported by data and clearly communicate them to the stakeholders and senior management as required.

Ability to work with multiple sources of data.

Excellent attention to detail.

Ability to work both independently and as part of a team.

Ability to work under pressure to tight deadlines

Proficiency in various HRIS applications such as Oracle Business Solutions (HR/Payroll) or similar.

Experience with data visualization tools like Power BI, or similar BI tool

Experience of working with SQL

Passion for customer/user experiences; uses technology to scale programs and improve efficiencies

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### 8. Job Challenge(s):

- Able to retrieve and aggregate data from multiple sources to report on franchise obligations, trends and opportunity.
  - Experience of working on the maintenance and development of HR/Payroll/L&D systems, with exposure to supporting end users and acting as a HRIS Super User.
  - Ability to operate in a complex, fast-paced and challenging environment.
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### 9. Additional Information

Office based located at HQ - Birmingham.

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### 10. Sign off

**Job Holder:**..... **Date:**.....

**Manager:**..... **Date:**.....

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