



Job Description

POST:	People and Payroll Data Analyst
RESPONSIBLE TO:	Head of People Systems and Process Improvement
GRADE:	SCP30 £35,637 to SCP34 £39,543 (plus final salary pension scheme)
KEY RELATIONSHIPS:	Oasis Community Learning national staff; Academy-based staff; Staff at Pensions bodies; staff at payroll bureau; Third party agencies, OUK
LOCATION:	Central office, Lower Marsh but with the ability to work remotely.
WORKING PATTERN:	Full-time, 37 hours per week

JOB PURPOSE:

To provide a people analytics service by deploying a range of specialist expertise, the post holder will be responsible for designing, deploying and developing a suite of periodic 'people and payroll' reports designed to inform the Head of People Systems about the Oasis workforce. Creating the people and payroll data roadmap from scratch, and feeding into the wider data teams' intelligence delivery, the roadmap should help inform and influence the organisations people policies and strategy direction. Being able to deliver a number of creative solutions across a large complex organisation is a requirement of the role. In addition, the post holder will be required to deliver adhoc people and payroll data returns such a FOI requests utilising a number of business and management information tools but primarily Business Objects and Power BI. Whilst this role is held within the People Systems Team you will be interfacing with the wider BI team to help feed into the wider organisation BI roadmap.

The post holder will be expected to test the accuracy of the reports by comparing the data outputs against the raw data within the various people and payroll systems.

As a multi-location organisation, Oasis' data security is key and being a guardian of our people data will be a key element to this role. You will be required to deliver reports that give global overview but with the ability to drill down into a region/cluster and/or local and individual levels whilst being mindful of data sharing privilege and data access rules as defined by GDPR.

Being able to analyse complex data across several service areas, being able to summarise and present the data in a way that is easy to understand for all stakeholders at all levels of the organisation from the executive board right through to a non technical user.

The post holder will be adept at managing multiple projects running alongside each other.

RESPONSIBILITIES:

Staff Management

You will be required to lead any external consultants where third party assistance is required although it is the expectation that the post holder will be able to act as the specialist and be able to act autonomously for the majority of the data projects.

Will lead on the training the organisation in the use of the tools used to deliver reports, dashboards and analytics.

Strategic

To design and develop the teams data strategy which will be signed off by the Head of People Systems and Process Improvement and COO.

To serve as a source of expert knowledge in accurate data collection, management, and analysis; preparing routine compliance and specialised reports to inform and advise audits, workforce trends, People Directorate and Payroll transactional processes and change management strategies.

To help the Head of People Systems devise some key analytics to inform a periodic board report using KPI's and other informative data.

Working with a blank canvas you will be afforded the opportunity to put your mark on the organisation's people reporting area. The ability to scope out business requirements and read and deliver technical documents is key to the success of this role.

To create and deliver a data and analytics road map outlining the expected delivery of key data requirements and to manage the roll out of all data requirements across teams and service areas.

Able to analyse trends and patterns in PD and payroll data to inform the organization on items such as appropriate use of pay elements.

Advise the organisation on new tools that are developed and to find better ways to deliver data and analytics into the future.

Main Duties

Carry out trend analysis on people and payroll data as well as writing reports on findings and suggestions for change.

To lead the teams Data roadmap which should feed into the wider Organisational BI roadmap.

Lead in the determination of the People Analytics & Reporting.

Using your knowledge of various data tools (preferably Power BI and Business Objects) you will also get the opportunity to work with the Head of People Systems to deliver a number of exciting high-level projects within the People Systems and Payroll team.

In addition to this and in collaboration with the OCL Data Team who are delivering MI and data outputs to the HR team you will bring key data analysis skills to review and translate the key data outputs into something meaningful in order to inform people and payroll policy and develop team strategies. It is important that you are also able to extract source data from relevant sources where the data extracts do not already exist.

This role will also lead on ensuring that the integrity of data within our People systems is maintained and that the reporting capability of our people systems and organisational BI platforms are fully exploited.

To extract, transform and load (ETL) into data models to facilitate reporting for People data analytics.

To create a number of reports based on the departmental and Organisational requirements. As the people data lead, you will be required to do market research into the questions that the Organisation needs to answer about its workforce and deliver smart ways to answer these through data and analysis.

Create and test the data outputs from the various people systems to assure accurate data reports are delivered as required.

Be an expert in presenting data which is meaningful and in a way that gives the reader an instant grasp of what the data means. This will often require being able to simplify complex and large data sets into digestible outputs, utilising graphics and dashboards etc.

Working with directors, service heads and line managers, Academy leads across 50+ sites to understand what data they need to effectively manage their service and staff. Ability to think of data globally, regionally, cluster locations and single location is key as well as being able to drill down to individual level.

Create a suite of reports that provide an insight to whether the organisation is living up to the statements made in the people policies. This require the ability to interpret people policies and deliver data that will help measure Oasis success in meeting these.

To help deliver a number of key department improvement strategies as and when required such as:

- Single pension fund project – transferring data from one system to another
- Single Payroll improvement project.
- I-Connect – Automating monthly and annual pension data returns
- MDC data interface
- Assisting bringing Managed Services inhouse by streamlining the payroll process and reporting/checking requirements

To build extracts that will interface between operational people systems via CSV, XML, direct database access or other method.

To provide costing overviews and write business cases for approval where necessary.

To create a link between the Budget model and the PD employee lifecycle processes.

All reports created will be documented outlining the methodology and mapping of data flow.

Knowledge Requirements

The post holder will be required to have the following skills:

Expert Excel user, creating pivot tables, graphs, DBA, VBA, Macros, SQL etc.

Adept at creating logic tables and queries in Power BI or Business Objects.

The individual will be expected to learn the organisations people policies in order to lead the thinking and design of the departments business intelligence.

Audit

To aid the wider team with data provision on internal and external audits

Adhoc

Support the Head of People Systems and Process Improvement with ad-hoc projects as and when necessary.

Costing

To carry out full monetary impact of any 'across the board' salary changes to the Organisation where finance colleagues are not available to deliver this.

Professional development

To keep up to date with developments within the world of BI and MI.

Relationship management

Build and maintain relationships with Academies and maintain a strong relationship with existing Academies.

Build a relationship with all external third party bodies and ensure there is an effective working relationship with Oasis.

Always keep a high level of customer focus whilst looking into any errors and ensure all parties are kept up to date.

Visit academies and third party providers as and when necessary.

Training

To train the organisation on all areas developed within this role.

General

Support and contribute to the vision, mission and ethos of Oasis Community Learning.

Carry out any other duties as may reasonably be required by the post holder's line manager.

Input into due diligence process as required for staff who are TUPE transferring out of Oasis.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

People and Payroll Data Analyst Person Specification



Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the OCL Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in business statistics or computer science or analysis 	<ul style="list-style-type: none"> • Data warehouse accreditation
Experience, Skills and Knowledge	<ul style="list-style-type: none"> • Proven reporting and data analytics experience – preferably with HR and Payroll insights • Experience creating data models • Keen eye for design with the ability to translate data into digestible language • IT Literate • SQL database knowledge • Advanced Excel Skills • Able to create logic and data tables in Microsoft Power BI • Proficient in the use of MS office suite • Be methodical and accurate with exceptional attention to detail. • Have good investigative and analysis skills. 	<ul style="list-style-type: none"> • SQL code • Oracle • Business Objects • Knowledge of HR and Payroll within Primary/Secondary education

	<ul style="list-style-type: none"> • Excellent written & oral communication skills • Excellent inter-personal skills with confidence to liaise with staff at a senior level • Excellent organisational skills, with proven ability to take initiative and prioritise workload • Experience of interfacing between systems 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Self-motivated, pro-active and flexible approach to work • Able to work unsupervised • Team player • Able to observe confidentiality of sensitive personnel information • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	