People Analytics & Insight Assistant
Grade 4

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone can prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

Ambitious – We are ambitious for our communities and citizens
Courageous We recognise our challenges and are prepared to make courageous decisions

Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Talent and Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment Developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

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Reporting Relationships

Responsible to: Senior People Analytics & Insight Advisor

Responsible for: N/A

About the Role

To mainly support the People Analysis and Insight team and The Systems and Service team when required for Staffordshire County Council through producing reports and maintain the organisational management structure within the HR System through the collation, checking and processing of organisation management changes.

Key Accountabilities:

- Produce, format and distribute standard/pre-designed and designed reports for the organisation
- Day-to-day management of shared mailboxes, responding to queries and report requests to ensure a great customer experience
- Support managers with requests and queries by signposting to self service solutions or providing direct responses in a timely way, forwarding on more complicated requests to the Senior People Analytics & Insights Advisor or other specialists
- Maintain the organisational management structure within the HR System through the collation, checking and processing of organisation management changes
- Ensure all data is accurate and that the system housekeeping is completed by carrying out workforce systems cleansing and project activities
- Support with large scale data validation exercises through data and insights, e.g. pay awards, incremental progression, annual leave entitlements and term time working
- Support in the collection, analysis, presentation and dissemination of information using computer-based software and information systems where required
- Improve datasets by gathering missing data, e.g. job families, position start dates to enable 'ageing' of vacant positions
- Support the completion of statutory returns and ensuring that the team's work complies with applicable statutory regulations
- Distribute and collate data from various sources in order to produce predefined monthly Workforce Information/Business Intelligence.

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- Support the effective service delivery of the Systems and Service team when required through assisting in projects, communication to all employees, creating data and insights and recording accurate information
- Contribute to continuous improvement, by assisting with the implementation of surveys, support the customer journey and the inclusion experience for all

Other Information

The post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally

Service Accountabilities:

- Coach and influence key stakeholders across the organisation to build trust, cohesion and to consider the ethical impact of their decisions in the short, medium, and long term.

- Role model and promote ethical leadership, professional principles, and values across the service and wider organisation.

- Visibly role model your own professional development and promote a learning culture. Ensure continuing, personal, and professional development, taking ownership and accountability for staying up-to-date and professionally registered with the CIPD.

- Champion the People Service and Strategy, driving discipline to support the People Services Operating Model including feedback and continuous improvement.

- Develop strong and effective working relationships with colleagues from across People services, sharing knowledge and information to ensure the delivery of an excellent service to our customers.

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Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management
Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management
Engaging with People Management policies and processes

Equalities
Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change
Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety
Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding
Commitment to safeguarding and promoting the welfare of vulnerable groups. The content of this Job Description and Person Specification will be reviewed on a regular basis.

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Staffordshire County Council

Person Specification

A = Assessed at Application
I = Assessed at Interview
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
disability confident EMPLOYER	**Qualifications** • GCSE Grade C/5 or above in English and Maths subjects (or equivalent experience)	A
disability confident EMPLOYER	**Knowledge and Experience** • Experience of using ICT including Microsoft Office, Excel and IT systems to gather, analyse and present information. • Ability to build and maintain positive links with colleagues and a range of stakeholders • Experienced in entering and maintaining data within computerised systems • An understanding of HR practices and legislation • Experience in interpreting information from a range of sources to produce reports • Ability to take responsibility and work on own initiative with a minimum of supervision • Experience in achieving outcomes and targets and responding flexibly to changing circumstances • Experience of delivering excellent customer service and the achievement of high-quality services • An understanding of Data Protection legislation	A/I A/I A/I A/I A/I A/I A/I A/I A/I
disability confident EMPLOYER	**Skills** • Skilled in the use of ICT and computerised systems • Numerical Skills • Effective written and verbal communication skills • Effective interpersonal skills • Flexible and able to multi-task	A/I A/I A/I A/I A/I

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	• Ability to concentrate and use a logical approach to problem solving	A/I
	• Demonstrable organizational and time-management skills	A/I
	• Attention to detail & accuracy	A/I
	• Ability to work as part of a team and to contribute to outstanding team performance.	I

If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
Talent & Resourcing Team 01785 278300

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