**Role Description & Person Profile**

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| Job title: | Global People Data & Insights Lead (maternity cover) |
| Reports to: | Central People & Performance Director |
| Location: | Home / Peterborough |
| Direct & Indirect Reports: | None |
| Role Overview | To ensure that the business has the people data at their fingertips and can harness it to make people data driven decisions in line with our strategy. To present insights through reporting and analytics ensuring you can communicate a story and meaning behind the data so actions can be taken. To bring the latest external thinking in to provide comparisons with internal data and develop suggestions for future ways of working. |
| Key Responsibilities:  | * + - * Work with key stakeholders to understand our people data requirements and strategy.
* Work with ABF on people data related projects.
* Obtain a holistic overview of, manage and deliver all people reporting requirements to deadlines.
* Provide data and reporting analysis internally and externally.
* Understand all people data requirements globally in line with local in-country legislation including GDPR and the need to maintain confidentiality with the sensitive data you will be working with.
* Deliver meaningful insights with data in areas such as diversity, performance, talent, employee engagement and more.
* Work closely with HRIS team to ensure our HR systems hold the correct reporting, dashboards and our data is accurate – all gaps are closed.
* Build relationships and act as the people data SME throughout the business.
* Analyse and interrogate people data/KPIs/metrics/dashboards highlighting key trends, areas for discussion, developing proactive insights and recommendations to drive action
* Communicate and present data results in a clear and transparent manner – understanding the audience and questions to be answered – tell the story and make recommendations.
* Continuously identify improvement opportunities with automation and simplification where possible.
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| Budget Responsibility: | None |

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| **Person Profile/Knowledge** Experience, any formal qualifications and necessary keys areas of knowledge or experience. |
| * Be an established data & analytics expert.
* Be an established people/HR analytics expert (desirable).
* Previous experience of working in similar roles and with similar deliverables.
* Highly analytical with sound reporting and stakeholder management skills.
* Influencing and communication skills to ensure the right data presentation across different HR domains e.g. talent, engagement etc.
* Strong presentation skills distilling complex information – strong verbal and written communication.
* Exceptional ability to translate data into actionable insights.
* Ability to drive and work at pace and manage own workload to tight deadlines
* Proficient in MS Excel, Powerpoint, Power BI among other MS packages.
* Experience of data visualization tools.
* Experience of data warehousing (desirable).
* High levels of integrity when dealing with confidential and sensitive people data.
* Real understanding of the impact of reporting and data requests in a business.
* Exceptional knowledge of latest people trends.
* Experience of using automation and AI to drive data insights (desirable).
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| **Key Behaviours** | * Excellent relationship building skills
* Continuous improvement mindset
* High ability and confidence to communicate well across all levels
* Confident and enthusiastic manner
* Confident Influencing skills
* Excellent attention to detail
* Shows tenacity and perseverance to accomplish
* Inquisitive and curious
* Strong Customer Focus
* Demonstrable drive and passion for their area of expertise
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