

People Analytics Specialist

Location: Victoria or Bracknell, with blended working **Profession:** People

Reports to: People Analytics Manager

People Management: None

Assignment Management: None

Job description (critical purpose)

To be a subject matter expert in how to extract data from technology solutions in the People Analytics team into reports for further analysis.

A member of the People Analytics team, works collaboratively to meet the requests made of the team by delivering the prioritized requests for data reports to the stakeholder as needed.

Develop your skills and capabilities in the technology that you are using to create reports - Workday, Tableau and others

To be innovative in your approach to providing the outputs of your reporting / analysis through use of technology and Automation.

Through your Profession you will have the opportunity to develop and stretch personally and professionally to achieve your potential.

The Partnership supports agile and flexible working practices, such as when, where and how we work. We have several different ways to work flexibly, including part-time, flexible or compressed hours, and job sharing. Head office areas also support a blended working approach.

We celebrate diversity and inclusion in the John Lewis Partnership and we are committed to becoming the UK's most inclusive business, reflecting and connecting with the diverse communities that we serve.

Primary Outcomes & Accountabilities	Measures of success
<p>Act in accordance with the Partnership's purpose and democratic principles, constructively participating in co-ownership, and demonstrating to customers and each other that it is a better way of doing business.</p> <p>Share your knowledge, experiences, ideas and opinion to improve the Partnership, speaking honestly and frequently.</p> <p>Invest in your personal and professional development to achieve your potential, by doing more, doing better, or doing different. Continuously engage with and actively contribute to your Profession.</p> <p>Engage with stakeholders to diagnose the Partner data analytics that are Required.</p> <p>Scope, contract and agree the requirement before engaging with the Ecosystem reporting team.</p>	<p>Positive Stakeholder feedback about your style, approach and deliverables.</p> <p>A defined catalogue of Partner data analytics that can be referenced by Leaders and decision makers.</p> <p>Analytics is provided in the most efficient and effective way to end users, preferably automated in real-time via Workday.</p>

<p>Work with the People Analytics Manager to develop reports in a reliable and timely manner.</p> <p>Collaborate with the People Ecosystem team, collaborating with the Configuration SME's to build knowledge, skill and capability.</p> <p>Generate reports which support the annual and ongoing process of business planning, forecasting and resource allocation and prioritization.</p> <p>Work with technology suppliers to resolve reporting problems and gain new skills and capabilities.</p>	
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Skills	
Task Prioritization	Plans and reviews workload regularly and is prepared to adapt to ever changing circumstances. Assesses workload realistically in terms of urgency and importance and is ready for "curve balls" and changes plans where necessary to ensure optimum achievement and deadlines are hit and stakeholder relationships are maintained.
Stakeholder Management	Understands the motivations and priorities of these stakeholders and takes these into account in order to build and manage sustainable relationships.
Data analysis	Evaluates and analyses different types of complex data objectively and sees patterns and meaning to establish the key relevant facts.
Critical thinking	Interprets evidence and information to develop well reasoned arguments for thinking and can readily draw on evidence to justify a chosen course of action. Can think clearly when presented with multiple pieces of information and gets to the nub of an issue in order to make a well informed judgment.
Continuous Improvement	Thinks boldly and sees issues and opportunities from all angles and multiple perspectives. Generates a number of workable options and overcomes barriers to finding solutions.
Able to work under pressure	Prioritises and plans effectively and is realistic about what can be achieved to ensure that the most important and urgent activities are communicated and achieved.

<p>The six Assessment Criteria for Resourcing most relevant to this role are:</p> <ul style="list-style-type: none"> ● Customer & Performance Focus ● Empowered Partner ● Planning & Delivering Excellence ● Collaborating & Supporting ● Agility & Resilience ● Unlocking Potential

Qualifications & Experience

Essential:

Workday report writer, advanced reporting, calculated fields, people analytics
Workday dashboard, discovery board

Desirable:

PRISM, external data pipeline (PRISM)
Workday slides, worksheets
SQL/TOAD
Broad knowledge of HR and the employee lifecycle.

Version	Created/updated by	Date
1.0	Amy Moran	25/11/2020
1.1	Anett Bako	01/12/2020
2.0	MantasBolys	14/01/2021
3.0	MantasBolys	21/01/2021

APPENDIX DOCUMENT: INTERNAL USE REQUIREMENTS ONLY for People teams

Partnership Level: L7
Manager's Partnership level: L5

Pay range/Compensation Grade Profile: £45,800.00 - £66,000.00