

HR Analyst, IMPACT & Decision Support

Position Summary

The HR Analyst, IMPACT & Decision Support position is a vital role designed to provide best in class HR programs and policies, HR data and technology, and HR financing and business operations to support the University of Virginia. This Analyst-level position is responsible for assisting with a variety of key activities within IMPACT, mainly project management, analytics and data, compensation and decision support (finance, budget and business operations). The HR Analyst will exhibit a level of independence and autonomy in a majority of the work done, operating under the guidance of the unit leadership. The incumbent will report to the HR Manager, Business Operation and will not have direct reports.

Responsibilities and Duties

- Manage projects and governance
- Identify and help manage potential HR issues and risks
- Solve complex challenges using a practical/business-driven approach
- Perform ad hoc analysis, calculations and design reports
- Research leading practices, apply HR knowledge and synthesize relevant data to support key activities, deliverables and decisions
- Support key activities related to HR initiatives through the implementation life cycle

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management
- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Apply lean and leading practice concepts to current HR and University activities
- Work in higher education demonstrated by relevant course work, interest, or industry experience
- Learn and work independently with minimal supervision, demonstrating integrity, maturity, dependability, and a positive attitude
- Demonstrate analytical and problem-solving skills

- Use effective organization and time management skills and work under pressure to adhere to project deadlines
- Take full responsibility for tasks including consistently reviewing own work to identify and improve an approach for producing high quality work products
- Uphold integrity within a professional environment
- Perform quantitative and analytical analysis and reports
- Organize complicated tasks, prioritize work, and manage time against deadlines
- Present via written and oral communication, making and delivering presentations

Minimum and Preferred Qualifications

Required Experience: 2 years of relevant experience

Preferred Experience:

- Familiarity with HR
- Familiarity or hands on experience with an HRIS or HRMS
- Knowledge of financial reporting (QuickBooks, other tools) and financial terms
- Development of budgets and reporting actual and variance reports

Required Education: Bachelor's degree