

HR Specialist, People Data and Analytics

Position Summary

The HR Specialist, People Data and Analytics position is a vital role designed to provide best in class people data and analytics services to support the University of Virginia. This Specialist-level position is responsible for assisting with a variety of data and analytics activities, such as building, maintaining and interpreting reports and data so that HR professionals can make and recommend decisions and predict outcomes based on data. The incumbent will report to the Director, HR People Data and Technology and will not have direct reports.

Responsibilities and Duties

- Use technology and analytical tools to identify risks and opportunities through data, develop and analyze enterprise-wide people and other cross-functional data, and create visualizations for effectively presenting data (e.g. dashboards)
- Create, maintain, and ensure quality assurance of key HR data sets, reports, and metrics, while interpreting complex organizational needs into reports and analytics to meet UVA's strategic and operational goals and objectives
- Conduct predictive data modeling and analytics, projections and forecasting to identify trends, patterns, areas of risk and opportunity
- Partner with other functions to understand and deliver on their people data needs: from standard reporting and workforce planning support, to executive level analysis and recommendations
- Provide support in the areas of people metrics, reporting, and advanced and predictive analytics
- Support HR leaders' access to self-service reporting functionality with ad hoc data / reporting needs, and escalate issues and risks to the department leadership
- Establish, monitor, and adapt mechanisms that measure the impact of people and HR programs
- Translate and communicate insights to key stakeholders through presentations, data visualization, and storytelling

Functional Area Outcomes

- Provide real-time reporting, analytics, and people insights, coordinated among multiple sources, to enable informed and accelerated decision making
- Promote data consistency, accuracy, and completeness with articulated data standards
- Support HR forecasting and predictive modeling
- Enhance automation and access across multiple devices
- Foster continuous innovation
- Practice and support agility to accommodate organizational changes and higher education dynamics

Knowledge, Skills and Abilities

- Manage third party vendors
- Create timely, practical, and tangible solutions with limited information, make decisions, and provide advice during times of uncertainty
- Work with HR systems, PMO, and business analysis/statistics technology

- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Lead teams and motivate others to maximize input and accomplish goals, especially after experiencing setbacks
- Scope and manage complex projects simultaneously while working under pressure to meet deadlines
- Clearly articulate specific information in associated area
- Complete tasks without immediate supervision

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience: HR background with understanding of HR service delivery, technical HR concepts and ability to identify interdependencies with other functions outside of HR such as finance and IT

Required Education: Bachelor's degree

Preferred Certifications: Analytics for Talent Management (ATM); Professional certification in human resources (by SHRM and/or PHR) or project management (by PMI), or an equivalent, related professional qualification

Required Computer Applications: MS Office

Preferred Computer Applications:

- Microsoft SharePoint
- Data visualization tools (e.g., Tableau, Qlik, etc.)
- Experience with cloud-based analytics platforms (e.g., Visier, etc.)
- Microsoft Project or other project management tools Workday and/or other SaaS-based HRIS software