

# HR Senior Specialist, People Data and Analytics

## Position Summary

The HR Sr. 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 Sr. Specialist-level position is responsible for identifying risks and opportunities through data, advising on data improvement initiatives and executing data analysis activities focused on generating usable insights for HR practitioners. This position is responsible for distributing leading data and analytic practices such as people analytic needs, data literacy, and analytical thinking throughout the HR organization. The HR Sr. Specialist 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, making decisions during times of uncertainty
- Show expertise with HR systems, business analysis / statistics technology, and project management
- 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
- Manage complex projects simultaneously while working under pressure to meet deadlines
- Analyze and present information and provide advice
- Communicate in daily interactions and clearly articulate specific information in associated area
- Work independently or as part of a team requiring quick turnaround and quality output
- Complete tasks without immediate supervision
- Use computer applications with a working knowledge of various database and software programs
- Scope, manage projects / initiatives, and successfully deliver outcomes

## Minimum and Preferred Qualifications

**Required Experience:** 4 years of relevant experience

**Preferred Experience:** Solid background in human resources (HR) with understanding of HR service delivery, technical HR concepts and ability to identify interdependencies with other functions outside of HR such as finance and technology

**Required Education:** Bachelor's degree

**Preferred Certifications:** Analytics for Talent Management (ATM); PHR, SHRM-CP, SHRM-SCP, SPHR or project management (by PMI), or an equivalent professional qualification

**Required Computer Applications:** Microsoft Office

**Preferred Computer Applications:**

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