HR Senior Specialist, People Data Governance and Standards

Position Summary

The HR Sr. Specialist, People Data Governance & Standards position is a vital role designed to provide best in class data governance and standards to support the University of Virginia. This Sr. Specialist-level position is responsible for establishing data standards covering data consistency across active and historical HR data sets and creating advanced reporting through enhanced metadata and data mapping activities. The HR Sr. Specialist will maintain the University-wide HR data strategy and governance protocols including field definitions, access rights and storage mechanisms. The incumbent will report to the Director, HR People Data and Technology and will not have direct reports.

Responsibilities and Duties

- Determine access rights to all data fields, data storage requirements, data transfer protocols, and document and communicate to the HR and University communities
- Maintain data quality through regular assessment and improvement through enrichment, cleansing and standardization
- Escalate potential issues and risks to the Director, HR People Data and Technology
- Monitor data collection procedures to drive consistency and accuracy across the University
- Identifie data variances across systems and works with appropriate colleagues and system owners to standardize data fields
- Assesses data and maps, as needed, to support reporting and analytics efforts
- Execute leading-practice data mining techniques/practices and extend data to and from third party sources of information, as needed
- Perform ad-hoc analyses and queries, and is able to present results in a clear manner
- Create automated data anomaly detection systems and constantly monitor performance

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

- Create timely, practical, and tangible solutions with limited supervision, and prioritize, multi-task and respond with a sense of urgency to immediate needs, especially during times of uncertainty
- Work with HR systems and business analysis technology

- Facilitate interactions across disciplines in a manner that makes disparate topics understandable to all parties, and foster collaboration
- Adapt to new ideas and situations of ambiguity and integrate relevant information to achieve results
- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Apply strong organizational skills and attention to detail
- Demonstrate strong and innovative problem solving and analytical skills to frame recommendations to leadership and thoughtfully and tactfully navigate barriers to progress
- Embrace entrepreneurial spirit and challenge the status quo through recognizing and capitalizing on opportunities to improve the organization
- Provide thought leadership and domain expertise in the area of data quality and conversion support
- Have high attention to detail with innate need to investigate complex issues and thoroughly test solutions

Minimum and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience: Affiliated academic medical center HRIS implementation experience

Required Education: Bachelor's degree

Preferred Education: Master's degree

Preferred Qualifications:

- Academic and/or employment concentration in Information Systems, Data Science, or Technology
- PHR, SHRM-CP, SHRM-SCP, SPHR or an equivalent professional qualification

Required Computer Applications: MS Office

Preferred Computer Applications: Workday or other SaaS-based HRIS software