

Delivering for Excellence

People Analytics Specialist, Grade 4

The Scottish Parliament is a values-led organisation which means our values (Stewardship, Excellence, Inclusiveness, and Respect) are at the centre of everything we do. These values are embedded in this role.

Stewardship

Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team.

Your main responsibilities will involve:

- Developing and maintaining a schedule of workforce dashboards and producing ad-hoc people analytics to support data driven and insight led decisions.
- Developing and implementing approaches to collecting, extracting, managing and analysing data from disparate data sources.
- Contributing to the development of our people systems and processes and ensuring they meet our requirements in relation to data and reporting capability.

And in delivering these you will have:

- Experience in a data analytics/systems role in a human resources context and a track record of producing people analytics to support decision making and workforce planning.
- Experience of using business intelligence/reporting tools and of correlating data from multiple sources creatively connecting a wide range of people metrics and external data to communicate the overall picture.
- Knowledge of the various systems used within a People function, including HR, pay, recruitment, and an understanding of how data can support organisational requirements and planning.

Excellence

Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results.

Your main responsibilities will involve:

- Using data visualisation skills, produce reports and make presentations involving presenting complex information in a clear and concise manner adapted to suit a range of audiences.
- Undertaking research and ongoing benchmarking to inform our remuneration and reward frameworks, ensuring they continue to meet our and Members' needs.
- Contributing to the development and implementation of workforce planning across the organisation

And in delivering these you will have:

- The ability to construct and effectively communicate data stories to senior leaders using data visualisation techniques and narrative storytelling utilising excellent attention to detail, accuracy, and highly developed analytical skills.
- Well-developed research and written skills with the ability to evaluate large amounts of information and make recommendations based on sound judgement and understanding of the organisational context.
- Experience of using data to support evidence-based decision making and planning with the ability to convert data insights and communicate these effectively to a variety of audiences.

Respect

Appreciating difference, building cohesive teams, and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Supporting and coaching colleagues within the People & Culture Group to develop and implement metrics to monitor and benchmark performance in line with operational and strategic objectives
- Establishing effective internal and external relationships and working closely with colleagues across the organisation and relevant stakeholders

And in delivering these you will have:

- The ability to influence, inspire and coach colleagues demonstrating an inclusive approach and valuing the ideas and contributions of others.
- The ability to seek out opportunities to connect with and learn from others.

Inclusiveness

Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main responsibilities will involve:

- Engaging with senior leaders to understand their requirements for people analytics, working with them to extract insights and identify trends from the data and develop business focussed solutions.
- Lead on/contribute to the design, implementation and measurement of people solutions, policies and initiatives.
- Work with colleagues to ensure the integrity of people data held and synchronisation across the various data points and sources, ensuring that all data sets are one version of truth.

And in delivering these you will have:

- The ability to build and manage credible relationships, using a creative approach to problem solving alongside the ability to translate requirements into solutions which meet the needs of our customers.
- A creative mind-set and the ability to move between big picture and detail whilst considering the views and requirements of all stakeholders.
- The ability to challenge and influence others in a constructive and collaborative manner and a willingness to share knowledge and skills to support others.

Eligible to Apply

- Scottish Parliamentary Service staff who have the skills/experience/qualifications required and have passed their probation.
- Agency workers engaged by the SPCB who fall within the scope of the Agency Worker Regulations; have been on assignment for 6 months by the advertised closing date; and provided their assignment will continue for the period of the recruitment exercise. Any appointment will be subject to the satisfactory completion of our pre-employment enquiries. Agency workers should also seek permission from their line managers before applying.

If you have any questions about your eligibility to apply for this vacancy, please contact the HR Office on 86500.

Other information

Line managers are asked to bring this advert to the attention of their staff (particularly those on leave or those who may not have access to the website) as soon as possible and certainly before the closing date for receipt of applications. It would be helpful if line managers ensure that all staff have access to a PC to enable them to complete their application and that staff are given a reasonable amount of time to complete it.

We intend/do not intend on holding a reserve list following interviews.

For details on how we will process your personal data please refer to [HR Workers Privacy Notice](#)