

Job Description

Job Title	Data Analyst
Department	Human Resources
Reports to	Director of Human Resources
Date	May 2013

Overall Purpose of Job

- To facilitate the achievement of the company's mission and objectives through the provision of HR data to create and add value to Hospital operations.
- Under the direction of the Director of Human Resources, provide reports on headcount, time management, payroll, absence, performance reviews and other HR metrics as determined.
- Work with the Hospital's IT function and external application providers to ensure that our HR applications are optimal and capable of delivering an efficient service.
- Administer and roster a bank of Healthcare Assistants.

Key Responsibilities and Deliverables

Nursing Administration

To service the needs of patient areas, the Hospital has a bank of casual Healthcare Assistants who are rostered on a week by week basis according to patient needs.

- Work closely with the Director of Patient Care Services to determine needs on a weekly and daily basis.
- Roster according to this need so there is always sufficient staff on duty and sufficient staff available to deal with last minute increases in staff.
- Ensure that there are sufficient numbers of Healthcare Assistants recruited and fully trained to deal with service demands without use of agency staff.

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- Work closely with HR Coordinator, Nursing and Nurse Managers when permanent vacancies arise so these can be filled without any gap in service. This also applies to when absence occur which cannot be filled by permanent staff.
- Ensure that all joiner documentation is complete at time of hire.
- Ensure that probationary reviews and performance reviews are carried out on a timely basis for causal Healthcare Assistants.

Applications

The HR Function uses four applications to support its activities. These are a database called People Soft, time and attendance system called Clockwise provided by Softworks, an internally created document management system and Office Suite of applications.

- Provide a service to the HR function such that the above applications can be used optimally.
- Develop processes and procedures to ensure data integrity and routinely ensure our data is correct. This will include data such as job codes, annual leave entitlements, reporting lines and so forth.
- Continuously be looking at ways to improve our workflows and reporting capability.
- Document our transactions and determine the risk profile of these transaction and develop methods and tools to control these risks.

Reporting

- Work with Director of Human Resources to develop an HR dashboard for managers on a monthly, quarterly and annual basis. Indicators to track include headcount, turnover, absence, contracted hours, use of agency staff and productivity data.
- Provide managers with management information to include headcount reports, staff changes, starters, leavers and so forth.

Time and Attendance

- Be an expert in the use of the Time and Attendance system and content expert on time and attendance policies and rules.
- Train managers in the use of the time and attendance system.
- Resolve time and attendance application queries such as shifts, clocking in issues and so forth.
- Ensure data is correct on the system.
- Carry out joiner and leaver routines as required.
- Run reports regularly to track annual leave, absence, over time, contracted hours and so forth.

Intranet

- Assist in the development of the HR intranet site so that it services the needs of our internal customer.

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Document Management System

- Work with HR administrator to develop use of our document management system and its reporting capability.

Workflow

- Liaise with HR colleagues to improve our workflows and be continually seeking out ways in which processes can be enhanced and automated.

Controls

- Liaise with Director of HR to ensure controls are in place so that the Hospital's HR procedures comply with internal and external audits.

Other duties

- Deal with queries in a courteous and effective manner.
- Ensure compliance at all times with JCI and support other Hospital colleagues in achievement of same.
- As the Hospital develops and therefore the function of Human Resources develops, this role may be subject to change and may involve additional and/or different duties in the future.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Educated to degree level essential preferable in a subject requiring data analysis. • Masters is desirable preferably in a subject requiring data analysis.
Experience	<ul style="list-style-type: none"> • At least 3 years data analysis experience. • Whilst HR experience is advantageous, it is not essential.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> • Must have data analysis skills. • Expert in use of Excel and in presenting data.
Personal Competencies	<ul style="list-style-type: none"> • Good verbal and written communication skills. • Team player. • Good task manager; organised and able to handle a pressurised workload. • Has potential to develop their analytical and proactive thinking skills. • Capable of taking responsibility for own workload. • Ambitious with the potential to develop with the role and in the Hospital. • All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or Hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____

Signature

Date