JOB DESCRIPTION

Job Title	Head of HRIS & Data Analysis	
Reporting to	Director, People Services	
Department	People Team	
Job Family	Business Services	Level	5

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

Our Vision is to shape a collaborative and diverse community, where talented people grow, realise their potential and deliver our School's vision with pride.

Our mission is to partner the School to optimize our culture, the way we organize ourselves and our employee experience; so we can attract, select, inspire and develop talented people and teams delivering world-class performance.

The People Department provides a comprehensive range of People Services to professional services departments and comprises four main areas: Business Partnering and four Centres of Expertise: People Services (encompassing Reward, Systems & Data, ER, Policy & Operations), Talent (encompassing Talent Acquisition, Talent Development, Engagement & Wellbeing, Diversity, Inclusion, and Belonging), and Organisational Design.

The People team works closely with Heads of Departments and their people managers, supporting them to deliver their business goals through enabling and empowering their people

Job Purpose

To be responsible for the strategic planning, pro-active implementation, and management of our People systems. This role is critical in optimizing and enhancing our system infrastructure, ensuring data accuracy, data policy compliance, and providing analytical insights that drive People decisions. This role will collaborate closely with the Technology Team and Data Protection Office to support People processes and initiatives.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

- Collaborate with People Team leaders and Technology Team to develop HRIS strategy and roadmaps and lead implementation of initiatives
- Utilise data analysis tools and techniques to proactively provide insights into trends, identify areas for improvement, and make recommendations to inform strategic decision-making.
- Identify opportunities for process improvements and automation to enhance the HRIS ecosystem and deliver new capabilities to stakeholders
- Provide pro-active functional support issue resolution and the management of HRIS overall resolution response time
- Facilitate enhancing data literacy and key data competencies across the team
- Drive the improvement of data quality, data standards and data processing across the People data domains
- Drive a better understanding and utilization of People data across the School
- Develop and maintain People dashboards and implement key-performance metrics
- As Data Lead for the People Team, and data steward for all People data, ensure all systems, data, processes and functions are compliant with the School's policies, legislation and any other regulations
- Implement and monitor security measures to protect sensitive People information.
- Alongside the Technology Supplier and Contract Manager, proactively manage HRIS partners and vendors.

Knowledge/Qualifications/Skills/Experience required

- Extensive experience in People analytics and data-driven decision making
- Proficiency with HRIS and data analytics tools (knowledge of iTrent and Business Objects is desirable)
- Experience of developing and using PowerBi
- Strong knowledge of People metrics, KPIs, and reporting best practices
- Strong numeracy skills
- Ability to translate complex data into actionable insights and recommendations
- Strong project management and organizational skills
- Knowledge of HR legislation
- Excellent communication and presentation skills

Staff	One
Date Updated	November 2023

Resources including team management
1x People Data & Insights Analyst