JOB DESCRIPTION

Job Title	People Data & Insights Advisor		
Reports to	Head of HRIS & Data Analytics		
Department	People Team		
Job Family	Business Services	Level	3
Contract Type	Permanent		

About the School

At London Business School, we aim to profoundly influence global business practices and the impact of business on the world. Our dedicated departments work tirelessly to deliver world-class service, uphold academic excellence, and ensure our courses maintain our status as a leading business school.

With a faculty of thought leaders and dynamic learning solutions, we empower businesses and individuals through transformational learning experiences that expand professional knowledge and foster a global mindset. In addition to offering postgraduate courses for future business leaders, we provide open and customised executive courses for professionals and corporate clients, helping them identify future strategic directions for their businesses.

Rooted in London, we leverage the city's status as a financial, entrepreneurial, and cultural hub to attract a diverse array of students, faculty and staff. This creates abundant opportunities for networking with industry experts and alumni worldwide.

About the Department

Our vision is to foster a collaborative and diverse community where talented individuals can grow, realise their potential, and proudly contribute to our School's vision.

Our mission is to partner with the School to optimise our culture, organisational structure, and employee experience. This enables us to attract, select, inspire, and develop talented people and teams that deliver world-class performance.

The People Team provides a comprehensive range of services to the School, working collaboratively with colleagues to support them in achieving their business goals.

The People Team is organised into four main areas:

- People Services - Reward, Systems & Data, People Operations, Payroll
- Talent & Employee Experience - Talent Acquisition, Talent Development, Employee Experience, Diversity, Inclusion and Belonging
- Strategic Business Partnering
- Organisational Design

Job Purpose

We are seeking a proactive, detail-oriented, and innovative People Data & Insights Analyst to join our dynamic People Services function. In this pivotal role, you will help to shape the School's people analytics capability - designing, developing, and optimising data solutions to drive strategy, improve the employee experience, and influence business outcomes.

You will combine technical analytics skills, business acumen, and a passion for visual storytelling to turn data into actionable insights. Collaborating with stakeholders from People, Technology, and beyond, you'll champion a culture of evidence-based decision making through the production of reports and analytics. You'll also help advance our digital transformation - building self-service dashboards and robust data governance frameworks.

Key Areas of Accountability

Data Analysis, Insights & Reporting

- Collect, structure, and analyse People data (e.g., headcount, engagement, D&I, turnover, reward, L&D) from HRIS, ATS, LMS, payroll, and external benchmarks.

- Design, develop, and maintain engaging dashboards, reports, and visualisations using Power BI, Business Objects (used in conjunction with iTrent), Excel, and PowerPoint.

- Produce timely, high-quality, and accurate insights and data-driven recommendations that transform complex analytics into clear, persuasive stories to inform People strategy and decision-making.

- Continuously monitor and improve the accuracy, completeness, and timeliness of People data, applying robust data quality frameworks and validation processes.

- Support the delivery and evaluation of People initiatives, defining and monitoring metrics to measure their impact.

Data Integration & Automation

- Handle data imports, transformation, and integration from multiple sources.

- Oversee data quality management, including cleansing, validation, and quality assurance activities.

- Automate routine reporting and analytics processes to increase efficiency, accuracy, and self-service capabilities.

Governance, Compliance, Security & Documentation

- Ensure robust data governance arrangements, establishing clear data ownership, role-based access controls, and accountability mechanisms.

- Maintain comprehensive documentation for all People data assets, processes, and systems.

- Champion compliance with GDPR, Data Protection Act 2018, and internal policies, promoting ethical and legal use of People data.

- Maintain records of processing activities (ROPAs), conduct Data Protection Impact Assessments (DPIAs), and perform Transfer Risk Assessments (TRAs) as required to ensure full legal and regulatory compliance.

- Manage data privacy, regulatory, and compliance requests (e.g., erasure, subject access, freedom of information).

- Ensure secure storage, controlled access, appropriate archiving, and timely deletion of People data, in accordance with School retention schedules and policies.

- Support audit, retention, data stewardship, and best practices in data management.

Stakeholder Engagement, Support & Consultancy

- Act as a Data Lead for the People Team, partnering with the Head of HRIS & Data Analytics.

- Provide expert support for data-related queries, issues, and requests from the People Team and wider School.

- Build strong relationships across all levels, championing a data-informed culture.

- Provide training and support on self-service tools, helping stakeholders build analytical confidence.

- Raise and manage data-related supplier support calls.

- Actively participate in the LBS Data Community, contributing knowledge and supporting School-wide initiatives.

Knowledge, Qualifications, Skills & Experience

- Proven experience in People data analytics, including the end-to-end process of data collection, structuring, advanced analysis, and the production of dashboards and reports to support business decisions.

- In-depth knowledge and practical experience with business intelligence and data visualisation tools, including Power BI, Business Objects (used in conjunction with iTrent), and Excel.

- Expertise in data governance, including establishing and maintaining clear data ownership, role-based access controls, accountability structures, and comprehensive documentation.

- Strong track record of ensuring data quality, including implementing data validation, cleansing, assurance, and continuous quality improvement processes to ensure accuracy, completeness, and timeliness.

- Advanced understanding of data integration and automation, including experience handling complex data imports, data transformation, cross-system data flows, and automation of analytics processes.

- Thorough understanding of data compliance requirements (GDPR, DPA 2018), and experience supporting or leading activities such as Records of Processing Activities (ROPAs), Data Protection Impact Assessments (DPIAs), and Transfer Risk Assessments (TRAs).

- Experience managing data privacy, retention, audit, and security, including secure storage, controlled access, appropriate archiving, and timely deletion of data in line with policies and best practices.

- Ability to provide expert support and training on data tools and self-service analytics to a range of stakeholders, helping to build analytical confidence and data literacy across teams.

- Excellent written and verbal communication skills, with the ability to convey complex technical and analytical concepts clearly to both technical and non-technical audiences.

- Proven ability to build collaborative relationships and influence a data-informed culture.

- Strong organisational skills, attention to detail, and a proactive, solution-focused approach to problem-solving.

- Familiarity with the ethical and innovative application of AI and automation within people analytics is desirable.