



Example of HR Reporting Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of HR reporting analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for HR reporting analyst

- Understand business drivers for assigned clients and develop workforce metrics, analysis and studies to provide key workforce insights aligned with business strategies
- Analyze reports and data to identify key insights and observations
- Consult with clients / requestors as needed to evaluate their needs and determine appropriate reporting solutions
- Manage data privacy and confidentiality
- Providing turnover reports
- Data for the Equality Commission – submission once a year
- Gender pay gap reporting
- Review existing Northgate reports and make recommendations for improvements
- Will be responsible for creating, editing, and delivering standard weekly/monthly/quarterly HR analytics packages, completing ad-hoc requests as needed
- Must be comfortable with advanced reporting capabilities using queries and table joins to combine data from multiple sources into one report

Qualifications for HR reporting analyst

- Demonstrated knowledge of HR processes, terminology and data, specifically in the areas of compensation and benefits
- Demonstrated attention to detail, proactive and results driven

- To act as key point of contact for the UK business on all aspects of mandatory training reports
- Reconcile reports produced by the My Learning standard reporting team against local headcount data to reflect accurate records
- Produce useful MI data to stakeholders of UK mandatory training