



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Human Resource Business Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-11584	Yellowknife	Strategic Human Resources

## **PURPOSE OF THE POSITION**

The Human Resource (HR) Business Analyst is a key member of the Business Performance team. The HR Business Analyst is responsible for compiling, analyzing, checking data integrity, review and reporting on GNWT Human Resource Workforce information.

## **SCOPE**

Reporting to the Manager, Business Performance, the HR Business Analyst provides a sound statistical platform for monitoring and reporting Human Resources Workforce activity and information. The accuracy and timelines of the metrics, statistical data and analysis are imperative to the department and allow Finance staff and other departments' managers to make quality decisions.

The position is also responsible for addressing the quantitative reporting requirements and statistics as outlined in the Workforce Reporting Framework including Service Level Standards and Scorecards. This is achieved within a legal framework that includes the Public Service Act, collective agreements, Federal and Territorial Acts and regulations, and the department's mandates and business strategies.

The incumbent provides a sound statistical platform for evaluation and monitoring of HR activity, programs and information. The accuracy and timeliness of metrics, statistical data, and analyses are critical to the department and allow staff and managers to make decisions supported by data.

The position is responsible for the integrity and veracity of the data collected and reported by the division. The incumbent's ability to support various program managers and staff



throughout the department in data collective and analysis ensures that accurate information is available to decision makers in a timely manner. This position develops statistically valid trends monthly and cumulatively from the data collected, performs relevant statistically analysis, and develops models on collective data as requested.

## **RESPONSIBILITIES**

### **1. Collaborates in the development of detailed analysis, metrics, and reports to measure HR Services and HR Workforce Reporting requirement.**

- Gathers, maintains, and provides monthly and cumulative tracking of data within the Workforce Reporting Framework.
- Collects, compiles and analyzes data to measure HR services and meet HR Workforce reporting requirements.
- Manages the end-to-end data process to create value for the customers.
- Collaborates in the detailed analysis and reporting of data to leaders which helps them evaluate performance and sustain progress.
- Assists with the planning and managing of metrics and reporting for the Department of Finance. This includes the development of metric profiles and the implementation of standard metrics collection and reporting methods for the department.
- Conducts analysis and investigations of raw data collected by applying analytical methods and provides advice about probable effects of alternative solutions to problems.
- Develops comparative analysis of human resource information and provides regular reporting.
- Develops statistically valid trends, monthly and cumulatively, from the data collected, performs relevant statistical analyses and develops models on collected data as requested.
- Packages relevant data analysis into an easily understood presentation formats.
- Reviews, reconciles and provides process improvement recommendations for data tracking and manipulation.
- Develops clear and concise reports utilizing the current analytical and reporting approaches.
- Prepares statistical metrics for Workforce Reporting as well as inter-jurisdictional reporting of metrics.
- Works to ensure the quality of metrics and support of Human Resource management through the statistical analysis of relevant data.
- Contributes to the development of FMB Submission/Decision papers, legislative implementation of approved changes/additions.
- Carries out issue of function specific analysis to determine potential areas for review.
- Analyzes data with standard statistical methods, interprets the results, and provides written summaries of data analyses.



**2. Researches, analyzes and summarizes human resource data and employee demographics to support the effective and appropriate development and revision of human resource business performance.**

- Monitors trends in metrics and reporting in other jurisdictions (Federal, Territorial and Provincial) and public sectors across Canada in order to identify best practices.
- Determines the depth and scope of research, data sources and collection methodology necessary to produce information that will clearly identify the issue.
- Provides the quantitative analysis of government statistical data and provides advice to Finance staff in its interpretation and implications.
- Provides options for changes/additions to metrics and reporting and makes recommendations on the most efficient and effective options in meeting the GNWT's long and short-term human resource objectives for the public service.
- Researches how existing data compares to territorial and national demographics for HR data.
- Gathers data from diverse sources, identifying the correlations between the different sources and creating actionable insights.
- Identifies trends arising from monthly, quarterly and annual reports.
- Uses a diverse selection of data collection methods including interviews, surveys and site visits.
- Researches, analyzes and summarizes human resource data and employee demographics to support the improvement of effective human resource business performance.
- Provides advice and coordinate the execution of special projects related to data collection and analysis. This may include preparation of briefings or support papers related to issues.
- Researches issues to identify errors, omissions, and proposes recommendations.
- Shares the knowledge of analysis techniques and data coding with other staff.
- Participates in ongoing decisions concerning data collection, study design, methodology, and data analysis.
- Develops clear and concise analysis and recommendation reports.

**3. Provides ongoing support to various business units within the department and across other departments, boards and agencies to aid in the maintenance of data quality.**

- Assures the integrity of data and performance measures, including data extraction, storage, manipulation processing and analysis.
- Runs pre-established and scheduled quality checks on data stored within PeopleSoft.
- Informs manager and other relevant DHR managers of information that does not meet quality tests.
- Determines additional quality test methodology with manager and incorporates into run-schedule.



**4. Participates in BPU programs and services with an overall, high-level strategic approach that promotes excellence, efficiency and consistency.**

- Identifies unique opportunities for performance measurement and strategic analytics by analyzing unique outcomes-based data trends, researching best practices,
- collaborating with communities of interest and connecting with internal subject matter experts.
- Provides recommendations to support the improvement of effective human resource business performance.
- Supports improvement projects to better leverage existing data sources and performance measures.
- Collaborates to create and maintain Standard Operating Procedures for BPU services relevant to position.
- Carries out the administration of records management for BPU while adhering to records management protocol.
- Helps develop and implement communication strategies and tools for all BPU services.
- Provides insight into Key Performance Indicators for all HR Services.
- Provides process improvement recommendations for data tracking.

**5. Provides data, analysis and information on the GNWT workforce to support programs, plans, policies and initiatives.**

- Provides information about emerging issues related to GNWT HR issues including recruitment and retention through research and data analysis.
- Utilizes data to assess, analyze, and monitor socio-economic issues, human resources trends, impacts, and challenges, and stakeholder demands across the Northwest Territories.
- Consults with other stakeholders, program experts and partners regarding GNWT human resource information.
- Works with staff in the Department of Human Resources to compare data and results as a method of identifying trends and opportunities.
- Participates in the development, design, analysis, and interpretation of surveys, needs assessments, evaluations etc.
- Creates system reports/downloads as required utilizing PeopleSoft HRIS and intern DOF systems.
- Organizes and summarizes data and information in an accurate and logical manner for inclusion in scans, briefing notes, status reports and other products.
- Develops an effective network of contacts and maintains position internal and external relations to share information, discuss and consult on new or complex issues and concerns, and identify new sources of information.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Intermediate knowledge of Excel including functionalities such as V-lookup, pivot tables.
- Intermediate knowledge of Microsoft programs (e.g. Word, Access, Visio and Power Point).
- Basic knowledge of analytical software such as ACL Analytics, SPSS, 4D, PowerBI, etc.
- Knowledge of computerized human resource information systems.
- Ability to listen and respond to a variety of client situations.
- Ability to effectively communicate, both verbally and in writing, with senior management, technical staff, and other employees within and outside government.
- Ability to prioritize work.
- Ability to conduct thorough analytical research.
- General knowledge of government Acts, Regulations, and Policies.
- Knowledge and understanding of human resource services within a unionized, public service context.
- General understanding of government organization, environment, culture, and business strategies.
- Ability to analyze and interpret legislation, policy and procedures applicable to human resource management.
- Skilled in teamwork with members from a variety of backgrounds and cultures.
- Ability to operate in a collaborative and cooperative environment.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.



**Typically, the above qualifications would be attained by:**

A Bachelor's Degree in business administration, public policy, economics, social sciences, or other degree with an emphasis on statistical research. Two (2) years' experience in a related field with an emphasis on metrics analysis.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Indigenous language:** Select language

- Required
- Preferred