

DATA ANALYST

RECRUITMENT SERVICES STRATEGIC PARTNERSHIP (RSSP)

Hiring Manager: Graham Weemes / Mike Chapman
Line Manager: Graeme Elkin

If you'd like to have a confidential conversation about this role,
please email graham.weemes@penna.com or
michael.chapman@penna.com



ABOUT THE ROLE

Brief

- We're Penna. We help our clients **find**, **excite** and **secure** the right talent.
- We've recently won a new seven-year RPO contract, to deliver all permanent recruitment for a prestigious government department. This new contract goes live in April 2022.
- In an increasingly complex digital world, it's vital to collect and analyse a wide array of data sources to monitor effectiveness, ROI and drive better decision making earlier in recruitment process. As a Data Analyst for us, you'll work within our Performance Management Team creating data repositories, dashboards and analysis as well as gaining skills in data visualisation and software development.
- And in return, you'll work with a friendly, supportive team and enjoy all the benefits you'd expect from an organisation with a global network.

Role Purpose

- You'll be analysing complex data sets relating to all aspects of recruitment such as media advertising, websites traffic and journeys, applicant tracking systems, feedback systems and candidate pipelines. It'll be down to you to provide colleagues and clients with insights and recommendations that will meet and exceed expectations.
- It means being passionate about improvement and ensuring you stay at the forefront of data analysis, manipulation, representation tools and techniques to find innovative and accurate ways to report on all stakeholders activity and performance. And you'll be committed to looking for new ways to ensure our approach to planning is supported by a wealth of evidence. You'll receive on-the-job training, and while you're at Penna we'll support you with further training to develop your career in this field within our organisation.

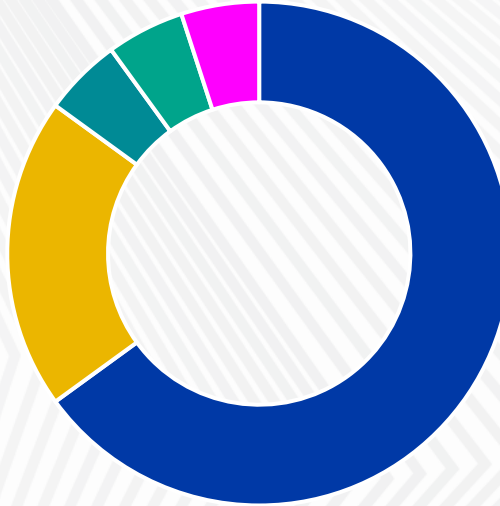
WHAT YOU'LL DO

Key Accountabilities & Responsibilities

- Using Qlik Sense (Business-Intelligence software) to develop online dashboards for clients and internal teams to track the attraction, testing, selection, rejection and hiring within the recruitment process. With particular emphasis on speed, ROI, EDI and early indicators of performance.
- Liaising with team members to provide tailored data visualisations and quantitative analysis, customised to specific customer requirements whilst automating these visualisations into regular review presentations.
- Interpret data and develop recommendations based on findings by enabling deep insight into the data set by drawing all sources together for a holistic view of the business.
- Preparing ad-hoc reports and analysis using Microsoft Excel and PowerPoint. Present and engage internal and external stakeholders in the interpretation of data.
- Extracting data from various platforms, including the applicant tracking system, media tracking software, excel CSV files, google website data and any other relevant source to create and manage a data lake/cube that enables a powerful view to all stakeholders.
- Carrying out QA to ensure that data is collected in an accurate manner and that reports or dashboards are error-free.
- Connecting and integrating a range of data sources though APIs, Uploads and any other required connectivity technology to enable Qlik Sense to deliver live reports that enable stakeholders to take action at appropriate points.
- Work with all team members to understand the granular activities and processes to suggest and design data structures and process changes that enable improved efficiency or management insight.

WHAT YOU'LL DO

A typical week might be



- Analysing data on live projects
- Design and visualisation
- Reporting
- Quality Assurance
- Learning and Development

KEY RELATIONSHIPS

PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Performance and Data Manager	Line manager
RSSP team Members	Work in partnership with team members
Clients	Proactively provide accessible data and attend client meetings as required
Penna and Stafford Long employees	Be collaborative with colleagues and build good working relationships with Penna stakeholders

PERSONAL ATTRIBUTES, SKILLS, KNOWLEDGE, AND EXPERIENCE

- Experience of working with complex data that is used to measure performance is essential, A BSc degree in STEM or similar highly numerate subject or equivalent qualification such as level 6 apprenticeship would be helpful but not essential.
- Excellent communication skills – both written and verbal.
- Candidates must be able to work in a co-operative and flexible environment.
- Self-motivated and confident in working independently.
- Meticulous attention to detail, with an overall passion for continual improvement.
- Experience manipulating and analysing raw data.
- Advanced knowledge of Microsoft Excel.

PENNA'S COMMITMENT

We are a family at Penna and Stafford Long and believe in fairness and equality across all approaches to recruitment, development, opportunity, and responsibility.

Diversity Promise

Our promise is to organise our services in a way that is universally accessible and useful for everyone. To do that well, we believe we need to create and sustain a workforce that's more representative of the candidates and clients we serve.

Penna is committed to creating a diverse and inclusive workforce that respects and embraces difference. Our employees and our company thrive when we get this right. We aim to create a workplace that celebrates the diversity of our employees, clients, and the contractors we work with. We will endeavour to create recruitment solutions that work for everyone by including perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation and national origin.

Our internal programmes and external work with our clients make us proud to be an Equal Opportunity and Inclusive Employer.

If you have a disability or health condition that requires accommodation or reasonable adjustments made during the recruitment process, please let us know by emailing people@penna.com.

Our full guidance and commitment to your application and how we may use your personal information during the application process can be found here: <https://www.penna.com/candidate-care/> and <https://www.penna.com/privacy-policy>

Together we are better, together we are Penna.

PENNA BEHAVIOURS

We all aspire and work towards demonstrating the behaviours consistent with the Family values; Accountable, Supportive, Collaborative and Inspiring as listed below:

<p>ACCOUNTABLE</p> <p>Does what they say they will do</p>	<ul style="list-style-type: none"> • Builds open, honest and realistic relationships with customers and colleagues • Reliable and acts with integrity • Determined and passionate about delivery of the best • Accountable and inclusive
<p>SUPPORTIVE</p> <p>Creates an environment where people can give of their best</p>	<ul style="list-style-type: none"> • Seeks to understand the needs and concerns of others • Creates a learning environment • Seeks feedback from other in order to learn and develop • Inspires others to achieve their goals
<p>COLLABORATIVE</p> <p>Works as part of one team</p>	<ul style="list-style-type: none"> • Pulls together to put the customer first • Support colleagues without waiting to be asked • Helps others succeed and celebrate their success • Actively looks to break down barriers and finds ways to work together
<p>INSPIRING</p> <p>Creates new possibilities</p>	<ul style="list-style-type: none"> • Comes to work to make a difference, sets high goals and gives 100% personal energy • Believes in what we do and demonstrates this through actions • Regularly challenges thinking and is open to new ideas and ways of working • Has ambition and confidence to do things in new ways and to create and deliver inspirational solutions