



# ClwydAlyn

*Department: HR PEOPLE TEAM*

## Job Overview

# People Data Analyst

Permanent

- Salary: £32,648 per annum
- Location: St Asaph Business Park / Hybrid working
- Hours: 37 hours a week
- Work Pattern: Monday to Friday



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## Job Overview

# People Data Analyst

Department:	HR – People Team
Salary	£32,648 per annum
Location:	ST Asaph Business Park
Hours:	37 hours a week, flexible working hours available
Job purpose:	<p>Collect, analyse, and interpret people-related data to generate meaningful insights and reports that drive informed decision-making.</p> <p>Act as the go-to expert for people data, providing guidance and support to teams across the business on data use. In integral part of this role is the ability to present data effectively to senior management and external audiences.</p>

### Is This Role Right for Me?

Are you naturally analytical, detail-oriented, and passionate about turning data into meaningful insights? If you enjoy working with large datasets, identifying trends, and translating numbers into valuable business decisions, then the **People Data Analyst** role could be the perfect fit for you.

- You'll thrive in this role if you:
- - Have strong **Excel skills**, experience with **SQL**, and knowledge of **HR Information Systems**.
- Enjoy working collaboratively to **produce reports** that support executive and senior leadership teams.
- Are comfortable handling **multiple data sources**, combining quantitative and qualitative information to identify key trends and risks.
- Take pride in ensuring **data accuracy**, improving processes, and enhancing the reliability of workforce information.
- Have strong **problem-solving skills**, can spot patterns in complex datasets, and make recommendations to improve decision-making.
- Are an effective communicator, able to **present data clearly** and support teams across the business in understanding and using people-related data.
- Want to contribute to key areas such as **pay reviews, diversity reporting, and workforce planning**, making a real impact on the organisation.

If this sounds like you, we'd love to hear from you!



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## *Job Overview*

# People Data Analyst

### Working as a People Data Analyst for ClwydAlyn

As a People Data Analyst at ClwydAlyn, you'll be at the heart of transforming data into actionable insights that drive strategic decisions within the organisation. Your role involves collecting, analysing and reporting on various aspects of the workforce, such as attendance, retention, recruitment, and diversity metrics.

By identifying patterns and trends, you'll provide valuable information that shapes policies and initiatives, directly impacting the well-being of employees and the efficiency of operations.

#### **Professional Development and Career Progression**

ClwydAlyn is committed to the growth and development of its employees. We offer various pathways and apprenticeships designed to help staff acquire new skills and advance their careers.

#### **Impact of the Role**

In this position, your analytical skills will directly influence ClwydAlyn's ability to meet its strategic objectives. By providing accurate and insightful data analyses, you'll enable leadership to make informed decisions on workforce planning, diversity initiatives, and policy development.

Your work will not only improve internal processes but also enhance the quality of services provided to residents, thereby strengthening ClwydAlyn's mission to support vulnerable populations and build thriving communities.

In summary, joining ClwydAlyn as a People Data Analyst offers a fulfilling opportunity to grow professionally within a supportive environment while making a tangible difference both within the organisation and in the wider community.



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## Job Overview

# People Data Analyst

### Key responsibilities

- Working collaboratively with the People & Data Specialist, produce monthly, quarterly and annual reports for the Executive and Senior Leadership Teams, managers and external audiences. These will include but are not limited to – attendance, retention, recruitment, EDI, Gender Pay Gap, Ethnicity Pay Gap, CHC benchmarking.
- Combine and work with various data sources, including both quantitative and qualitative information, to analyse patterns and identify correlations. Utilise a variety of analytical tools, primarily Excel, to explore any workforce-related issues, trends, risks and opportunities.
- To work collaboratively with our IT Team to develop, build and maintain a suite of reports for use within the People Team and wider business
- Enhance the validity and correctness of the data provided by the People Team. Work collaboratively across the team and the wider business to understand all data requirements.
- Document all data processes and develop a schedule of all data required both internally and externally. Supporting and training the wider People Team on data skills and requirements
- Undertake the data collection and analysis required to produce our annual Gender Pay Gap report. Produce the initial report, working closely with the Head of People and People and Data Specialist to ensure external messaging is correct and reflective of the position at ClwydAlyn. Ensure our GPG data is reported to on the Government website annually and our GPG report is published on ClwydAlyn's website.
- Respond to all external requests for data, for example, from the Office for National Statistics. Work collaboratively with the People Team to ensure that data provided is correct.

Working collaboratively with the Head of Organisational Development & Reward, Head of People and People & Data Specialist, to develop, collate and provide accurate data in relation to the annual pay review. Supporting us to develop our approach to pay and reward across the business



## Job Overview

# People Data Analyst

### Key responsibilities – continued

- Ensure data is provided for our external insurance provision at the required intervals, working with the People & Data Specialist and wider People Team to ensure that the relevant information is provided when requested and when a claim is made.
- Document data collection and analysis methodologies so they are available for internal and external scrutiny where required. Develop and maintain a calendar of reporting requirements, ensuring that any new requests for data are included.
- Enhance our data collection processes and our reporting provision, ensuring that the information provided to the business is timely, accurate and fit for purpose.
- Serve as the primary point of contact for managing and maintaining our legacy database data
- Support the production of our ESG report by providing the data required from the People Team.
- Work collaboratively with our Inclusion, Wellbeing, Recruitment & Talent, L&D and Employability specialists to ensure that they have the relevant data at the right time to be able to carry out their roles effectively.
- Work collaboratively with the People Manager and People & Data Specialist to undertake all internal audit requirements, ensuring that the data held in Civica HRIS is accurate, reporting findings back so that remedial action can be taken

### Key Skills

Experience of working with large datasets.

- Analytical skills to identify patterns, risks, and opportunities.
- Knowledge of external data reporting requirements
- Knowledge of external audit requirements.
- Communication skills to present data effectively to senior management and external audiences.
- Enhanced Excel skills
- Data accuracy and validation
- Ability to work on external data requests.
- Ability to manage legacy database data.

# About ClwydAlyn



ClwydAlyn was formed in 1978 as a non-charitable Registered Social Landlord and now manages over 6,500 homes and employs 760 staff. We deliver a range of housing management related services, which includes care and supported housing, development, and repair and maintenance services across North Wales (Denbighshire, Flintshire, Conwy, Wrexham, Powys, Gwynedd and the Isle of Anglesey).



Our homes and services include social family housing and single person accommodation, supported living accommodation and specialist care and nursing services, low-cost home ownership, leasehold management services and intermediate and market rented housing. The Group's turnover is £64m.

We are an ambitious Housing Association and very driven by our values and mission. We believe that it is wrong that there is still so much inequality and poverty across our region, and we know that this impacts every aspect of people's lives. We took a strong position to end evictions four years ago and we use our money and influence to do all we can to support those experiencing poverty and to champion for change across our country.

# Why work for us – Benefits

As well as making sure staff have access to a free meal each day, other benefits include:



## Health benefits

We offer a range of health related benefits including a Cycle to Work scheme, Eye Care scheme and Health Care Cash Plan.

We also offer a free and confidential counselling service to all staff.



## Annual Leave

We offer 25 days plus bank holidays increasing to 30 days after 5 years' service.

Additional flexibility to buy and sell up to 5 days annual leave (pro rata).



## Enhanced sickness pay

Enhanced sickness pay after 1 years service rising to a maximum of 3 months full pay, 3 months half pay.

In serious and life threatening situations we agree support on an individual basis.



## Dedicated Wellbeing Support

We know that fostering high levels of wellbeing is good for people, the organisation and the communities we work within. We are committed to creating positive, flexible working environments where individuals and communities can thrive.

We have a dedicated Workplace Wellbeing Team and we provide a wide range of support and wellbeing-related benefits to support good mental, physical and social wellbeing.



## Families are important

We offer 4 months full pay and 5 months half pay when on Maternity, Adoption or Shared Parental Leave.

We also offer an agile and flexible working environment to support families and carers.



## Pension

Defined Contribution pension scheme with matched contributions (up to 8%) and death in service benefit 3 times your salary.



## Financial wellbeing and support

We offer a range of support including access to savings and loans through a credit union, access to support from our in-house Welfare & Money Advice Team and access to a free lunch for all staff.



## Learning & Development

Investing in the personal development of staff to reach their potential is our priority.

Through formal training, on the job learning, coaching and mentoring, we provide a learning environment that is supportive for each person to build skills that will help them be great in their job today but also enable them to grow a career with us for the future.

# How to apply?



For an informal chat and to discuss the role further please contact Becci Williams.

[Becci.williams@clwydalyn.co.uk](mailto:Becci.williams@clwydalyn.co.uk)

or call

07917488316

You can send a video or audio note with your expression of interest by telling us why you are applying for the role or

email your CV to [recruitmentca@clwydalyn.co.uk](mailto:recruitmentca@clwydalyn.co.uk)

or visit our website [www.clwydalyn.co.uk/work-for-us](http://www.clwydalyn.co.uk/work-for-us)

**Good luck!**