

LANCASHIRE - ROLE DESCRIPTION

Job Title:	HR Reward & Data Analyst	Hours:	Flexible
Reporting Lines:	Group CHRO	Base Location:	London

Purpose

The primary purpose of this role is to support people analytics work across HR. There will be a heavy focus on reward work including the annual remuneration cycle, including annual pay reviews, input to Group Executive and Remuneration Committee papers and plc reporting disclosures. The role will also be required to manage and report on HR data, providing input to the selection and presentation of appropriate metrics. The role will have the opportunity to shape our approach to people analytics and data support the needs of a growing business.

Specific Responsibilities

- Prepare and produce data and analysis to support key HR metrics including, but not limited to, attrition, turnover, absence and recruitment
- Support the annual compensation process for the Group, and provide in-depth modelling of all reward components, including long-term incentives as required
- Assist in the production of the Annual Remuneration Report including all disclosure tables and data in preparation for management and external consultant review and publication
- Support the production of other remuneration disclosures as required, including Gender Pay Gap and others as required
- Assist with addressing audit requirements on remuneration arising from the annual reporting cycle
- Assist with the production of Remuneration Committee and Group Executive papers
- Assist with preparation and interrogation of proprietary benchmarking data
- Work with the technology team to ensure the HR function has the most efficient and effective tools in place to analyse and produce people metrics effectively.
- Prepare and produce data to support the annual G&A budgeting process
- Providing support with the preparation and submission of monthly payroll change data and output checks

Key Skills & Knowledge

- Significant experience of Reward and HR Data analysis, ideally in a listed environment
- Strong technical, numerical and analytical skills
- Excellent attention to detail, organised and able to manage own time, meet deadlines and prioritise work independently
- Strong communication skills, both written and verbal
- Experience of using a range of different people and data analytics tools
- Strong work ethic with the ability to meet deadlines and work under pressure
- Good stakeholder management skills
- Payroll experience or exposure desired
- Excellent working knowledge of the MS Office package

Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.