ROLE PROFILE

Job Title:	People Data and Insights Lead	Location:	London
Reports to:	Head of Employee Experience	Division/Dept:	Group HR > Employee Experience

Summary of the Role's Main Purpose

The People Data and Insights Lead at SEGRO is a is a newly created, pivotal role designed to leverage advanced analytical thinking, data mastery, and visual storytelling to inform and influence people decisions across the business.

We are looking for a HR professional who is passionate about advancing our People data and creating insights that enable SEGRO to make the best possible decisions.   As a key part of our HR team, this person will partner with internal and external stakeholders, informing People decisions across the business.

This role is responsible for maintaining and enhancing HR data quality, ensuring data accuracy and compliance with GDPR, and identifying opportunities for continuous improvement. The Data and Insights Lead will design and deliver high-quality management reporting dashboards, lead all internal and external data reporting activities, and manage data requirements for annual HR activities and ad hoc HR projects. Additionally, the role involves providing data-driven insights and recommendations, researching external data sets and industry benchmarks, and designing clear, engaging, and actionable dashboards and presentations. The Data and Insights Lead will also enhance data and reporting architecture, provide business ownership for all HR IT systems, and identifying opportunities for continuous improvement

Principle Accountabilities

Data management and governance
- Supporting the PMO lead in maintaining and enhancing HR data quality, ensuring data accuracy and compliance with GDPR, and identifying opportunities for continuous improvement
- Ensuring roles and responsibilities are clear, across HR, T&T and the broader business, to maintain and enhance HR data quality.
- Advising and supporting HRBPs and HR Co-ordinators with any actions needed to improve and assure the quality of our data within HR systems.
- Undertaking data cleansing, ensuring ongoing data accuracy and compliance with GDPR.
- Supporting the Payroll team and HR Business Partners with monthly review and approvals.
- Identifying opportunities for continuous improvement and for bolder transformation of our People data.
- Partnering across HR and key stakeholder to prioritise these opportunities, leading or supporting action as required to enable delivery.
- Coach the HR team, supporting greater understanding and proficiency in data and analytics.

Reporting

- Designing and delivering high-quality management reporting dashboards, leading all internal and external data reporting activities, and managing data requirements for annual HR activities and ad hoc HR projects.
- Designing and delivering high quality management reporting dashboards, including headcount reporting and the definition and tracking of KPIs, presenting this in a visually engaging way.
- Leading all internal and external data reporting activities, including all statutory reporting, data for external surveys and benchmarks, and data for annual reporting and audit activities.
- Leading and managing all data requirements for annual HR activities and also for ad hoc HR projects. This includes:
  - Lead and manage the data production for annual Performance activities
  - Lead and manage the data production for annual Reward activities
  - Lead and manage the data production for People Planning and talent reviews

Analytics and insights

- Providing data-driven insights and recommendations, researching external data sets and industry benchmarks, and designing clear, engaging, and actionable dashboards and presentations.
- Working collaboratively across the HR and business teams to build a strong understanding of business priorities to enable mature insights, recommendations and key benchmarking data.
- Providing data-driven insights and recommendations to influence and enable decision-making – extracting insights from a range of internal and external data sources.
- Researching external data sets and industry benchmarks, sharing these across the HR and business teams as appropriate – enabling external benchmarking and positioning SEGRO against market-leading standards.
- Designing and delivering clear, engaging and actionable dashboards and presentations, tailored for various audiences, ensuring that data insights are communicated effectively.

HR systems

- Enhancing data and reporting architecture, providing business ownership for HR IT systems, and identifying opportunities for continuous improvement.
- Identifying opportunities to enhance our data and reporting architecture, working in partnership with Payroll and with our Technology & Transformation team, to support continuous improvements in accuracy, efficiency and effectiveness.
- Primary accountability for HR data tools outside our HR IT system – such as the Performance Review Tool and the Pay Review Tool – including identifying opportunities for continuous improvement.
- Supporting the PMO lead in providing business ownership for all HR IT systems, to:
- ➢ Deliver business-as-usual activities
- ➢ Identify opportunities for improvements and enhancements on a 'continuous enhancement' basis
- ➢ Build an HR Tech change roadmap – identifying opportunities for transformative change and relative prioritisation of these, partnering with T&T to deliver through to implementation.

Core Areas of Knowledge, Skills & Experience

- More than two years of experience in People data analytics, or a related field.
- Evidence of data analysis and reporting skills to create data dashboards, presentations and insights
- IT skills, including advanced Excel and Power BI knowledge. Experience of HRIS systems – in particular SAGE - also a plus, but is not essential.
- Strong written and verbal communication skills.
- Experience in the property, real estate, or related industry is a bonus but not required.

Special Job Requirements

Infrequent travel to national and/or regional offices as required.

Date of completion: March 2025

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.