

JOB PACK

People Digital and Insights Specialist

Creating homes.
Building lives.





ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Holidays:	24 days leave per annum, plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service (to a maximum of 5 days)
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, BHSF membership, enhanced maternity/paternity leave and training/development opportunities plus much more. See the benefits page on our website for more details.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs</p>
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

Role Summary

As a People Digital and Insights Specialist for Jigsaw Homes Group Ltd you will directly impact the success of the overall People Strategy by creatively contributing to the design, build and maintenance of People systems and data sources.

You will support the People Team, Senior Executive Management and wider business to ensure our People systems operate in an effective way and support a reliable and consistent service level.

You will take ownership for data and insights and, alongside your People colleagues, the day-to-day running of the People Service.

Responsible To - Assistant Director of People

MAIN TASKS OR ACTIVITIES

1. Become involved with the delivery of our people strategy across all strands to develop a selection of reporting solutions which enables the stakeholder to use data and metrics to both 'tell the story' of the initiative and support theoretical decision making. To include production of standardised dashboards, bespoke ad-hoc report creation using data from multiple base data sources and/or analytics to provide intelligent management information, presented in an accessible way.
2. Lead on the implementation and general maintenance of a new HR and Payroll solution.
3. Be responsible for the monthly cyclical colleague lifecycle reporting calendar which includes time, attendance, DEI cost base analysis.
4. Production of people packs and data in support of organisational change.
5. Be responsible for ensuring the HR System holds accurate and meaningful data which gives the level of insight needed to produce the detail we require.
6. Be responsible for resolving data integrity issues, partnering with the HR team and other stakeholders across the Group to resolve them.
7. Systems Expert - become a subject matter expert and super user for our HR systems and data sets.
8. Make recommendations around enhancements to processes and reporting suites to ensure that the team can continue to work effectively and proactively
9. Liaise and coordinate with colleagues in other locations to consolidate global input and reporting, identifying and rectifying discrepancies
10. Assist in production of presentations to support our workstreams as and when required.
11. Supporting the digital archiving of people related files and data as per GDPR legislation

12. Follow all Group policies and procedures in accordance with the role and attend mandatory training when requested to ensure compliance with Group policies and procedures.
13. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
14. Carry out any duty which may be, from time to time, requested by the Operations Director - Asset Management, Assistant Director of Maintenance, Operations Manager or Chief Executive, commensurate with the position.

CANDIDATE REQUIREMENTS

Candidate Requirements:

- Analytical mind set - ability to manipulate and translate a large volume of MI and Data into meaningful solutions
- Solution focused - the ability to translate requirements into solutions using a consultative approach
- Systems analysis - able to quickly understand how databases, systems and processes work, always seeking to improve efficiencies as well as making the most of the information available.
- Attention to detail - able to not only assess high level trends but identify the smaller issues which can potentially make a large commercial impact on the business.
- MI and Data management - strong operational capabilities across the Microsoft office suite and MI applications.
- Intermediate to advanced EXCEL skills.
- Excellent communication skills - able to translate data and information in a way which is non-technical and meaningful to the business and communicate this to stakeholders across all communication channels.

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



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Regulated by the Regulator of Social Housing Registration No. LH 4345
Registered under the Co-operative and Community Benefit Societies Act 2014 Registration No. 29433R



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