



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job Title: Data Quality Analyst (HR and Payroll Transformation Programme)

Division: Human Resources

Accountable To: Functional Lead

Job Summary

LSE is currently undertaking a significant transformation programme to replace its core HR, Recruitment, and Payroll systems and to redefine and modernise HR and payroll operations with a strong focus on data. This is a unique opportunity for the School to modernise its business processes, to streamline how things are done and to demonstrate quality and value for money.

Within the programme, the Data project will review the current state of HR data, identify issues with data quality and coverage, cleanse and prepare the data for migration to new systems, and embed data governance and data management practices.

The Data Quality Analyst will work as part of the project team, under the direction of the Functional Lead, to analyse the quality of HR and Payroll data against defined data standards and business rules, undertake data cleansing and harmonisation activities, and assist in preparing this data for migration to new and replacement systems as part of the wider programme. The Data Quality Analyst may be involved in additional data work within the project as required by the Functional Lead.

Main Duties and Responsibilities

Data quality analysis

Working with the Functional Lead, extract, query and analyse data from the HR and Payroll systems and databases to profile and assess the data against defined standards and quality criteria, identify and document issues. This work will be undertaken in collaboration with other projects within the programme and may involve working with Business Analysts to map business processes impacting on data quality.

Data cleansing and harmonisation

Undertake work as required to cleanse HR and Payroll data to meet defined standards and harmonise the data in line with the objectives of the programme, for example to facilitate data integration with the LSE Finance systems.

Data migration

Assist in preparation of HR and Payroll data for migration to new and replacement systems, including data mapping and transformations.

Data management and governance

Assist the Functional Lead, Project Manager and other project stakeholders in further aspects of data work that may include the documentation of data standards, quality criteria, and data definitions, and further analysis and reporting of data quality.



Communication and engagement

Provide clear and effective communication about the activities within the Data project, engaging with project stakeholders as required to understand and resolve data-related issues.

Preparing documentation, reports, and presentations for the project team to explain issues and demonstrate progress.

Liaison

Develop and maintain relationships with key project stakeholders and technical SMEs across the School.

Liaise with the HR Systems Team, DTS and other colleagues as required to deliver the technical work within the project in line with LSE policies and procedures.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.