

Job description

Title	Workforce Analyst
Number	
Group	Chief Operating & Financial Office
Division	People, Performance & Culture
Reports to	Manager Workforce Information & Intelligence
Direct reports	Nil
Date	1/09/2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities.

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to provide expert analysis and workforce insights to Tauranga City Council. The role will be responsible for leading the operational delivery of the annual remuneration review, apply job evaluation methodologies to evaluate and size jobs and provide timely and accurate workforce analysis to stakeholders at all levels.

Key outcomes

Workforce Information & Insights	<ul style="list-style-type: none"> • Deliver timely and accurate workforce analytics to leaders, the Executive and Elected Members. • Prepare high quality workforce reports to inform strategic decision making. • Respond to requests for information, including workforce related LGOIMA requests, ensuring compliance and accuracy. • Support the development of workforce planning strategies and initiatives.
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	<ul style="list-style-type: none"> • Present complex data in a clear and accessible manner for a range of audiences. • Sensitive employee data & confidentiality is maintained to a high standard.
Remuneration Review	<ul style="list-style-type: none"> • Lead the operational delivery of TCC's annual remuneration review process, ensuring all phases are planned, communicated, and executed to timeline. • Develop and maintain cost modelling to support budgeting and decision-making. • Coordinate with teams across PPC (Payroll, People Business Partners) to ensure all required data and inputs are available and accurate. • Prepare and present reports on remuneration outcomes and recommendations to senior leaders. • Identify opportunities to improve the efficiency and effectiveness of the annual review process. • Ensure confidentiality and integrity of sensitive remuneration data throughout the process. • Participate in market benchmarking surveys, collating response on behalf of TCC.
Job Evaluation	<ul style="list-style-type: none"> • Apply the SP10 framework to evaluate and size jobs across Council, in conjunction with the People Business Partners. • Provide guidance and support to managers on the job evaluation process. • Ensure consistency and integrity in job sizing decisions. • Maintain the job evaluation database, ensuring all records are accurate and up to date.
Support for People, Performance & Culture Initiatives	<ul style="list-style-type: none"> • Provide data analysis and reporting to support initiatives, such as Diversity & Inclusion. • Contribute to the development and monitoring of HR metrics and KPIs. • Support the transition of HR data to PowerBI. • Collaborate closely with the wider PPC team on projects and priorities. And assist with adhoc data requests and special projects as required.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

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Essential

- Bachelor's degree specialising in Human Resources, Business, Statistics or related field.
- Additional qualifications in Remuneration & Reward would be an advantage.
- Experience in all matters HR, particularly remuneration and job evaluation methodology.
- Strong analytical skills with proficiency in Excel. Exposure to PowerBI would be an advantage.
- Experience with SAP SuccessFactors, Chris21 or similar HRIS platforms.

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WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections