



Job Description

HR Data Analyst

BCA operates the largest used-vehicle marketplace in the UK and Europe operating in 10 countries, 60 different locations, selling 1.3 million vehicles per annum. BCA touches over 3.5m vehicles a year as it provides services along the vehicle life cycle from port to dealerships for new vehicles to refurbishment and logistics for used vehicles and the core re-marketing and auction operations.

This is an exciting Data Analyst opportunity in the BCA UK Remarketing HR Team based at either Farnham or Blackbushe. The role is crucial... because it's all about producing great insight about our people to ultimately help us make BCA an even better place to work.

You don't need to have worked in HR before, we're looking for someone who loves data and interpreting it to produce brilliant insight. You'll have real ownership to make the role your own and to grow it with the ever growing focus on data in the changing world we all live in today.

Main purpose of job:

To support business decision making and the delivery of the People strategy and plan by providing timely and accurate analytical support and insight across the employee life cycle.

Main Responsibilities:

- To produce a range of accurate and timely people MI, reports and insight across the employee life cycle from multiple internal and external data sources
- To interpret the MI and produce quality insight to enable decision making by key stakeholders in the business and HR team
- To be the HR system expert
- To run and produce standard quality reports and MI at agreed frequencies
- To identify and make continuous improvements to the quality and efficiency of MI, reporting and insight produced
- To be the main point of contact for all MI, reporting and insight queries and to resolve them quickly and accurately
- To support the implementation of new technology or development of existing technology as required
- To keep up to date with external people data related legislation suggesting options to mitigate any risks identified
- To ensure people data is used and stored appropriately
- To develop people related data models and modelling as required
- To operate within agreed governance frameworks, escalating any non-compliance as required
- To assist with other general administrative duties as required such as issuing contracts, processing of exit interviews, leaver forms, performance reviews and maternity documentation etc.

Key stakeholders of the role:

- HR team



- UK Remarketing leaders and managers
- Payroll
- IT
- Finance

Essential Criteria

- Passionate about data and systems
- Microsoft Excel skills to advanced level (Macros, pivots, Vlookup, data modelling techniques)
- Strong attention to detail and high levels of accuracy
- Ability to produce, analyse and interpret data from a variety of internal and external sources to produce quality insight
- Ability to communicate a range of data and information in a clear and concise manner to a variety of audiences at all levels
- Strong relationship building skills
- Ability to deliver to tight timelines and work under pressure
- Good knowledge and understanding of systems
- Good awareness of key people related legislation, e.g. GDPR etc.

Desirable Criteria

- Previous knowledge of HR /payroll systems, particularly Resource Link
- Microsoft Excel VBA & Macro experience
- Previous HR experience

Working Hours

Monday to Friday 40hours a week

Working for BCA you will receive;

Benefits include a minimum of 31 days holiday Inc. Bank Holidays

Company pension scheme

Internal promotion as much as possible

Excellent Learning & Development training options

Free parking onsite

Cycle to work scheme

Subsidised onsite restaurant/delivers

Reward scheme that offers online and high street discounts