



## EMPLOYMENT OPPORTUNITY

**Closing Date:** 02.07.2024

### **HUMAN RESOURCE ANALYST WINNIPEG, MB**

Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers!

#### **Great Benefits**

- Competitive salary and benefits package.
- Defined-benefit pension plan.
- Nine-day work cycle which normally results in every other Monday off, providing for a balanced approach to work, family life and community.
- Flex-time and partially remote work schedule (providing the option to work remotely 3 days per 2 week period), depending on nature of work, operational requirements and work location.

Manitoba Hydro is a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that supports innovation, commitment, and customer service, while actively supporting a diverse, equitable and inclusive workplace.

We are seeking a Human Resource Business Systems Analyst to join our Human Resource Data & Analysis team in the Employee Experience Services Department. Under the general direction of the Human Resources Data & Analysis Lead and working with the other members of the Data & Analysis team, will be responsible for Human Resource Management System (HRMS) reporting and analysis. Will consult with customers at all levels of the enterprise to fully understand business requirements and produce data, analysis and interpretation which will provide meaningful data to assist in decision-making. Also responsible for the development and maintenance of HR reports and regularly running and analyzing reports to ensure the integrity of the data contained in the HRMS.

#### **Responsibilities:**

- Consult with users at all levels of the enterprise to understand their business needs and provide guidance on the design, development, analysis, and testing of HR reports.
- Leverage data to prepare recommendations based on data and analytics to strategically inform business initiatives, programming, and address challenges.
- Lead the development of reporting and participate in the implementation of HR initiatives in HRMS, including wage and salary initiatives and changes resulting from negotiations.
- Participate on cross-functional teams to provide expertise, knowledge, and advice on leveraging data and analytics to drive optimal business outcomes.
- Leverage data and analytics to produce insight into actionable business decisions that drive value.
- Present findings in a compelling and easily understood manner for HR and the enterprise.
- Responsible for producing ad hoc, biweekly, monthly, quarterly, semi-annual, and annual reports for various end users.
- Develop, run, and analyze integrity reports taking necessary action to resolve issues.
- Utilize various tools at the advanced level, such as SAP Query and Ad Hoc Reporting, Microsoft Office Excel, and Power BI
- Review, analyze, and action where necessary Remedy and Service Hub tickets submitted to HR.
- Provide ongoing support and training to division staff for the creation, analysis, and testing of HR reports.
- Assist Data & Analysis Senior Business Systems Analyst in creating, tracking, monitoring, and reporting on HR Division productivity and performance measures.
- Assist Data & Analysis Senior Business Systems Analyst in responding to external workforce surveys and producing annual retirement report and major recruitment hiring forecasts and recommendations.
- Participate on project teams as required.
- Maintain appropriate security of sensitive files, records, data, and documentation.
- Keep abreast of technological advances to address various needs of the department and other customers.

#### **Qualifications:**

- Related four-year university degree (e.g., Social Sciences, Statistics, Commerce, Business Administration, Information Technology, etc.) from an institute of recognized standing plus two years directly related experience.

MANITOBA HYDRO IS COMMITTED TO DIVERSITY AND EMPLOYMENT EQUITY

OR

- Related two-year diploma from an institute of recognized standing plus four years directly related experience.

OR

- Equivalent combination of post-secondary education and experience may be considered.
- Demonstrated ability and knowledge of HR data systems, data analytics and business intelligence practices, tools and technology applications (e.g., SAP, HRMS, Microsoft Office 365 and Microsoft Power Platform) with the ability to create ad hoc queries or design analytic reports.
- Excellent analytical and conceptual thinking skills related to the use of data in business outcomes and in the development and implementation of technology and business process solutions.
- Demonstrated ability to perform key functions of SAP reporting analysis including requirement gathering and documentation, report testing, and problem resolution.
- Knowledge of research methods, data collection, and statistical analysis.
- A problem solver who is comfortable being hands on with demonstrated ability and experience in driving continuous improvement.
- Capable of managing fluctuating workload, setting priorities, and meeting deadlines with minimum direction.
- Able to foster and maintain exceptional service-oriented relationships with individuals at various levels inside and outside the Corporation.
- Demonstrated ability to develop and deliver end user training.
- Adaptable and flexible in responding to changes in the business environment, labour market, and company requirements.
- Demonstrated ability to maintain the confidentiality of sensitive information.

### Salary Range

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$35.06-\$48.51 Hourly, \$67,173.34-\$92,947.40 Annually.

### **Apply Now!**

Visit [www.hydro.mb.ca/careers](http://www.hydro.mb.ca/careers) to learn more about this position and to apply online.  
The deadline for applications is **JULY 2, 2024**.

We thank you for your interest and will contact you if you are selected for an interview.

***This document is available in accessible formats upon request. Please let us know if you require any accommodations during the recruitment process.***