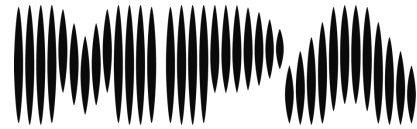


Music Publishers Association

## JOB DESCRIPTION

<b>Job Title</b>	Diversity and Inclusion Analyst
<b>Employer</b>	MPA Group of Companies
<b>Working Hours</b>	Part-time 3 days per week (7.5 hours per day) on a 2-year Fixed Term Contract basis (subject to review at 18 months).
<b>Place of work</b>	2nd Floor, Synergy House, 114-118 Southampton Row, London WC1B 5AA.  We operate on a flexible office and remote working basis.
<b>Reporting to</b>	Head of Diversity, Equality and Inclusion
<b>Duties</b>	<ul style="list-style-type: none"><li>• Procuring, manipulating and analysing workforce demographics data (such as Workday) internally and externally to produce metrics and reports which looks at trends, relationships, provide insights and highlight focus areas in relation to recruitment, retention and progression of Talent.</li><li>• Collaborate with point persons across our Membership to assess and collate data relating to diversity monitoring, questionnaires, surveys and workforce profiles.</li><li>• Develop and maintain a DEI dashboard.</li><li>• Produce data reports for MPA management, the MPA Board and other key stakeholders.</li><li>• Collate data required and complete internal/external questionnaires and DEI benchmarking exercises.</li><li>• Identify additional metrics that can be used to measure the effectiveness of DEI programs and initiatives.</li><li>• Monitoring and tracking data on a regular basis.</li><li>• Work closely with the Head of Diversity, Equality and Inclusion to set up and manage employee networks and Champions.</li></ul>



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	<ul style="list-style-type: none"> <li>• Suggest any DEI related initiatives or tools for the benefit of the organisation and its Members.</li> </ul>
<p><b>Skills and Experience</b></p>	<p>Understanding and demonstrated analytical skills of working with people data and staff surveys/questionnaires. Including experience of tracking data, reporting, providing metrics and developing key success measures that drive impact and “tell the story”</p> <ul style="list-style-type: none"> <li>• 1+ years experience in reporting and Data Analytics role</li> <li>• Knowledge and experience working with systems, including HRIS, Workday</li> <li>• Knowledge of Microsoft Office 2010, including Word, Excel, and PowerPoint</li> <li>• Attention to detail and accuracy</li> <li>• Organisation and time management skills</li> <li>• Prioritise and manage multiple tasks and projects</li> <li>• Delivering work within deadlines and schedules</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working in Human Resources.</li> <li>• Some D&amp;I knowledge or keen interest in the subject matter.</li> <li>• Music publishing industry knowledge is not required.</li> <li>• Candidates with experience from other sectors are welcome to apply.</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to carry out effective staff surveys and evaluate results.</li> <li>• Good written and verbal communication and organisational skills.</li> <li>• Self-motivated; ability to work with minimum supervision.</li> <li>• Good attention to detail.</li> <li>• Must maintain confidentiality at all times.</li> <li>• Ability to support us through the start of our DEI journey.</li> </ul>

*The MPA Group of Companies is a signatory to the Equality & Diversity Charter for Music and are committed to being a fair and inclusive employer. We welcome applications from all backgrounds and appoint on merit.*