HR Data Officer

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>8893</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 5: £30,176 - £34,403</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Fixed Term Contract for 12 months</td>
</tr>
<tr>
<td>Hours:</td>
<td>35 hours per week (Full time)</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Closing date for applications: **23 March 2020**
Interviews: **Week commencing 30th March 2020**

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.
Human Resources

Our vision is to develop a contemporary, solutions focussed HR service to support Academic Heads and Managers and to enhance the staff experience. This forms part of the wider goal to transform Professional Services to develop the student experience and enhance the academic endeavour.

If you are an HR professional who thrives on finding solutions to complex issues and exceeding customer expectations, come and contribute to the creation of a high performance, cohesive team.

To find out more, visit the HR pages on our website.

Job description

Reporting to: Head of HR Data and Transactions

Summary:
To support key work within the HR Data and Transactions team, this role will assist with the completion of statutory returns, the creation and dissemination of a range of HR management information and input into HR business systems process reviews.

Main duties:
- Under the direction of the Head of HR Data and Transactions, produce and disseminate staff eligibility reports to support ongoing work on the College's Research Excellence Framework 2021 (REF2021) project
- Work closely with the REF Project Team to maintain an accurate and current database of staff who are eligible to be included in the College’s REF2021 submission
- Assist with the provision of management information to support high-priority initiatives such as REF, HESA, and equality charter marks
- Input into the creation of processes to ensure that REF eligibility criteria translates accurately into the College’s 2019/20 HESA Staff Submission
- Support the completion of the HESA Staff Submission as required
- Assist in the input, maintenance and analysis of workforce data
• Extract and combine raw data from various HR systems and databases for the purpose of analysis or sharing
• Provide first line advice to colleagues within HR and on the REF Project Team on HR data and reporting issues
• Actively seek opportunities to increase your data analytics skillset and keep up to date with changes to the data landscape
• Promote an agenda of data excellence within HR and across Goldsmiths
• You will be required to undertake any other duties as may reasonably be required
• Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
• At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy

**Person Specification**

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>Application form</td>
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<tr>
<td>C</td>
<td>Certificate</td>
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<td>I</td>
<td>Interview</td>
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<td>Test / P</td>
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3 Goldsmiths, University of London, New Cross, London, SE14 6NW
## Essential Criteria 1 - Qualifications
- Educated to ‘A’ level standard or equivalent
- GCSE A* - C in Mathematics or equivalent

## Desirable Criteria 1 - Qualifications
- Undergraduate degree with maths, statistics, computing or quantitative analysis content

## Essential Criteria 2 - Experience
- Experience of maintaining and analysing large datasets within a work or study context
- Experience of extracting and combining data from a number of sources within a work or study context

## Desirable Criteria 2 - Experience
- Experience of working with data within a Higher Education context

## Essential Criteria 3 – Knowledge
- Demonstrable knowledge of data analysis techniques
- Demonstrable knowledge of combining data from a number of sources
- A basic understanding of GDPR and Data Protection legislation
- Knowledge of how to problem-solve using publicly available resources

## Desirable Criteria 3 - Knowledge
- A basic understanding of the purpose of statutory returns to HESA and REF
- An understanding of the data landscape within the Higher Education context

## Essential Criteria 4 - Skills
- A skilled user of Microsoft Excel for the purpose of analysing data
- Highly numerate with the ability to apply mathematical and logical arguments/analysis to large datasets
- Good written communication skills
- Ability to work in an organised, clear and consistent way
- Ability to maintain information security and confidentiality

## Desirable Criteria 4 - Skills
- A working understanding of SQL
- An understanding of the potential uses of Python, R and other statistical programming languages
Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact Dafydd Myddleton-Williams, tel 0208 228 3388, e-mail hr@gold.ac.uk.

January 2020

Summary of Benefits

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
• Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
• Contractual sick pay provision
• Free eye tests
• Wellbeing initiatives including the Chaplaincy and Staff Choir
• On-site dining facilities and gym
• Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.