

HR Data Analyst

Number of vacant posts:	1
Department:	Human Resources
Grade/ Salary:	Grade 5
Contract Type:	Permanent
Hours:	Full time, 35 hours per week
Location:	New Cross, London

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.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for disabled applicants.

Goldsmiths is committed to creating an inclusive and accessible working environment for all staff. If you would like to access confidential advice or guidance in relation to workplace reasonable adjustments, adjustments to the recruitment or selection process, or flexible working arrangements please contact hr@gold.ac.uk



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Job description

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.

Reporting to: Head of Analytics and HRIS

Summary:

This role will support the development and implementation of the People Analytics strategy, assist with the completion of statutory returns, create a range of HR management information and coordinate the day-to-day maintenance of HR Information Systems.

The role holder will be expected to maintain relationships with colleagues across the College and will be expected to play an active role in the College's recovery and research agendas.

Main duties:

- Under the direction of the Head of Analytics and HRIS, design, implement and maintain HR data dashboards for various audiences
- Lead on resolving day-to-day data change requests and annual leave data enquiries
- Coordinate resolutions to HR Information Systems issues in collaboration with the Business Systems team
- Assist with the provision of management information to support high-priority initiatives such as Equality Impact Assessments, EDI charter marks and the HESA Staff Submission
- Lead on the provision of ad-hoc data requests

- Support ongoing work on the provision of operational staff data to Heads of Department, Service Leads, and Departmental Administrators
- Support the completion of the HESA Staff Submission as required
- Provide first line advice to colleagues within the HR team on HR data and reporting issues
- Act as HR champion for data and system improvement initiatives and promote an agenda of data excellence within HR and across Goldsmiths.
- Provide support and training to staff on first-line HR systems issues
- Lead on HR System User Acceptance Testing (UAT) as required
- Actively seek opportunities to increase your data analytics skillset and keep up to date with changes to the data landscape
- 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

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 short-listed for interview. The Desirable criteria sections show attributes which would enable the applicant to perform the role more effectively with little or no training.

ID 044	Essential Criteria 1 - Qualifications
	Educated to 'A' level standard or equivalent experience
	GCSE A* - C in Mathematics or equivalent experience
	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
	A skilled user of other data analysis platforms
	Essential Criteria 5 - Other
	Experience of proactively advancing equality for diverse student and / or staff communities (for example, people of colour, disabled people, people of diverse faith backgrounds, LGBTQ+ people and other marginalised groups).

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 comprehensive and innovative staff development and wellbeing programmes.

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
- 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
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- 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

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