

People Data & Systems Manager

Department:	People & Organisational Development
Grade:	Grade 7
Salary:	£41,987 - £46,668
Hours:	Full time
Contract Type:	Permanent
Responsible to:	Assistant Director (People Operations, Data & Systems)
Responsible for:	People Data Analyst

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

If you have any questions, please contact hr-recruitment@gold.ac.uk



Job Description

People & Organisational Development

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.

Job overview

To lead, develop and manage the systems team to deliver an effective and efficient HR software interface and dataset. Working closely with POD, IT Colleagues and wider stakeholders, you will be responsible for developing, designing and maintaining an HR systems solution that can support our staff journey, by enhancing processes and working in line with our strategic objectives and values.

As People Data & Systems Manager, you will act as People information asset manager and have operational accountability for the quality, management and planning of projects and timely data production. You will manage operational and statutory reporting and will work in collaboration with the Assistant Director (People Operations, Data & Systems) on strategic insight and performance analytics.

Key Responsibilities

These include:

- To find innovative ways to improve and enhance the user experience, to digitally enable and develop HR processes through ambitious thinking, good communication and stakeholder engagement both within and outside of POD.
- To manage external and internally driven changes to the data and systems ensuring integrity and security, with clear planning, objectives and timescales.
- Preparing statutory reports i.e., Annual HESA Reports, Gender Pay, Equal pay, Race Equality, Student Staff Ratios etc.
- To develop accurate HR information and data analytics to inform all aspects of decision making related to Goldsmiths; including workforce planning, organisation design using specialist knowledge to contribute to College wide and HR specific projects.
- Collaborate with POD Management team and Business Systems teams to find ways of integrating HR MI into regular reports to Goldsmiths' managers and shape the development of key metrics by which to assess the performance of the People Operations service.

- As HR information asset manager, contribute to Goldsmiths' wide initiatives to govern our data, develop our integration and our data and systems community of practice.
- To develop related policies, procedures and system configuration in line with service strategy and plans, ensuring systems and processes are inclusive as well as ensuring effective communication and implementation as well as appropriate process documentation.
- To comply with the College's equal opportunities policy and use this role to promote equal opportunity wherever possible.
- Be responsible for your own health and safety and that of your colleagues, in accordance with the College's health and safety policy.
- Any other reasonable duties that fall within the scope of the post, as allocated by the line manager, following consultation with the post holder.

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 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.

Criteria	Description	Essential/ Desirable	How criteria are tested
Qualifications	Educated to degree level or equivalent.	Essential	A
	Evidence of continuous professional development	Essential	A, INT
Experience/ Knowledge	Able to demonstrate significant breadth and depth of experience in systems management, in a large complex organisation (e.g., Higher Education)	Essential	A, INT
	Able to demonstrate experience of strong leadership through excellent listening, coaching, and influencing skills to support the team.	Essential	A, INT
	Experience of managing and developing Unit4 Business World or equivalent HR/Payroll system.	Essential	A, INT

Experience of implementing new system functionality, including project management and complex stakeholder management and engagement.	Essential	A, INT
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Confident with technology and familiar with the features of Microsoft Office 365. Specifically, excellent practice in Outlook, Word, Excel and PowerPoint; and collaboration services such as Teams and SharePoint.	Essential	A, INT
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Experience of using database reporting tools such as Power BI, to extract data; and analysing and interpreting data to draft complex reports and deliver briefings to others.	Desirable	A, INT
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Personal Attributes	Commitment to continued professional development.	Essential	A
	An informed interest in higher education	Desirable	A, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	A, INT

A = Application form INT = Interview ST = Selection test

The duties and responsibilities assigned to the post may be amended by the Director of People & Organisational Change within the scope and level of the post.

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:

- 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.