

<b>Job title</b>	HR Information & Data Analyst
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	Wellcome Centre for Human Genetics, Roosevelt Drive, Headington, Oxford, OX3 7BN
<b>Grade and salary</b>	Grade 6: £32,332- £38,205 with a discretionary range to £41,732 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of HR
<b>Vacancy reference</b>	168733

<b>Hybrid working arrangements</b>	<b>The successful person will need to work on site for a minimum of 4 days per week</b>
<b>Additional information</b>	This role does not meet the eligibility requirements for a Skilled Worker Visa Certificate of Sponsorship under UK and Immigration legislation. Therefore, the Nuffield Department of Medicine will not be able to sponsor individuals who require right to work in the UK to carry out this role.
<b>About us</b>	<ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> <li>Unit - <a href="http://www.ndm.ox.ac.uk">www.ndm.ox.ac.uk</a></li> </ul>
<b>What we offer</b>	<a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul>



Athena SWAN Silver Award



## The role

We are currently seeking an experienced and self-motivated HR Information Analyst (Metrics and Reporting) to join our NDM HR Centres of Excellence. This role will work closely with both the HR Operations Manager and Head of HR to provide analytical metric and reporting support for varied work initiatives that fall across the whole HR function.

The purpose of the role is to extract, analyse, produce and deliver both scheduled and ad-hoc HR data and management information for stakeholders in the department as appropriate, including the HR Managers, Head of HR, Business Managers and senior management team.

Working closely with the HR team, you will develop a suite of HR data that is meaningful and appropriate that demonstrates focus and volumes via dashboard technology that can be shared in order to drive organisational development.

Initiative and communication are key qualities to this role, as you will need to build strong relationships with stakeholders at all levels across this world-leading clinical research department.

You will be a good problem solver with an excellent eye for detail and strong analytical skills, and possess a good grounding of general HR to enable an understanding of the data and the linked policies.

There is a strongly supportive and collaborative approach within the HR Centres of Excellence and this role is critical to support the wider HR remit of this growing department.

## Responsibilities

In general, you will:

- Provide analysis and insight to support HR and the relevant stakeholders to make appropriate decisions.
- Help the various HR functions scope and frame people data questions, including validating hypothesis.
- Develop a robust process for ensuring integration of data across various functions, such as Grants, Finance and HR – identifying key common data sets to enable data sharing in a controlled and compliant manner.
- Proactively review data quality, seeking guidance and correcting as appropriate to enable accurate reporting.
- Gather and compile HR metrics and data from a variety of sources including the HR information system (People XD), Discoverer, Tableau, payroll outputs, management and employee surveys, exit interviews, employment records, external benchmarking data, and other sources.
- Support the implementation of University HR policies and procedures by providing the necessary data from a variety of sources.
- Develop and maintain good working relationships with university-wide HR colleagues and with the central HR systems team.
- Support the HR Partners with continuous improvement and HR-related projects.
- Undertake mandatory training as required by the University, Division and Department.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

### **Working with the HR Managers, you will;**

- Work with HR Team Partners to develop team metrics in order to produce meaningful quarterly dashboards for stakeholders. This will include analysing data and statistics for trends and patterns, with attention to recruitment and on-boarding (e.g. time to hire), employee motivation, absence rates, diversity, turnover, and compliance with employment laws and regulations and to understand root causes and trends.

#### Produce:

- monthly Contracts and Payroll reports for Business Managers to the published schedule and consult with both Operations Partner and Employee Relations Partner as needed to highlight any concerns;
- monthly Compliance Reports for Business Managers;
- and publish annual key dates schedule for all HR N drive users;
- monthly Information Governance report;
- a monthly cut of external funding payroll data for Grants Management;
- annually, annual leave data to support the Operations team in the implementation of the new annual leave year;
- analyse and track right to work data to support UKBA compliance at all times;
- payroll reports for Finance, Grants Management and Academic Programme Centre;
- a report to track TUPE information and implementation of change for those staff.

### **Working with the Head of HR, you will;**

- Work with the HoHR and NDM EDI Facilitator to develop metrics and the production of data to support various internal initiatives and meet grantor, policy and statutory requirements; and
- Support the development of KPI's to ensure appropriate principles of service (SLAs) agreement documentation is created.

## **Selection criteria**

### **Essential**

- Advanced Excel Skills (pivot tables, VLOOKUP's, and other advanced techniques);
- Excellent problem-solving skills, attention to detail and ability to implement technical solutions to solve business issues;
- Excellent communication and interpretation skills to make information and solutions relevant and understandable by different audiences;
- Demonstrable HR generalist experience that supports the employee life cycle and HR best practice and an up-to-date understanding of employment law;
- Proven experience of working in partnership and building working relationships to improve service delivery;
- Demonstrable experience in using specific systems and programmes, including Microsoft Excel, PowerPoint, OneDrive, as well as management information systems;
- Ability to work in a highly demanding team environment with the flexibility to prioritise and respond as required to requests and deadlines;
- High levels of attention to detail and discretion, in consideration of the contractual and confidential nature of the work;
- Understanding of GDPR in the context of reporting and a solid understanding of data protection and information security issues;

- Ability to make judgements and decisions on confidential matters and manage complex administrative systems and processes;
- Ability to manage ambiguity and the resilience to drive the right behaviours and approaches to achieve the desired results;
- Willingness to commit to continuous professional development;
- Demonstrate consultative skills to effectively identify and capture the requirement for business questions which data & analytics could support.

## Desirable

- CIPD level 3 (Certificate or Diploma) and Associate CIPD membership;
- Knowledge and experience of implementing best practice solutions to drive a value-added service;
- Experience using enterprise-level HR information systems, such as People XD, PowerBI and Tableau.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>



## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- [http://www.ox.ac.uk/about\\_the\\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

All applications must be received by **midday** UK time on the closing date stated in the online advertisement

## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly [recruitment@ndm.ox.ac.uk](mailto:recruitment@ndm.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.  
Important information for candidates

## Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

## The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.