Summary

Job title	HR Policy Officer and Data Analyst – Research
Division	Medical Sciences Division
Department	Medical Sciences Divisional Office
Location	John Radcliffe Hospital, Level 3, Oxford, OX3 9DU. This role also offers the opportunity for hybrid working, with an expectation of 2 days minimum on-site (Tuesday and Thursday).
Grade and salary	Grade 5: £28,759 – £33,966 per annum
Hours	Full time 36.5 hours per week (0.7 FTE will be considered)
Contract type	Fixed-term – 2 years / or a 12-18 month internal secondment would be welcomed
Reporting to	HR Operations Manager
Vacancy reference	174304
Additional information	*Fixed term contract based on external funding*

The Role

We are looking for an experienced and self-motivated individual for a unique HR Policy Officer and Data Analyst role in the University of Oxford's Medical Sciences HR Team, focused on supporting strategically important projects for the Medical Sciences Division's Research Strategy and Funding team. This is a newly created role that we envisage will bring variety to the post holder, with opportunities to contribute to a stimulating range of HR-related responsibilities and projects.

The Medical Sciences Division is the largest academic division of the University and an internationally recognised centre of excellence for biomedical and clinical research and teaching. This role will be pivotal in supporting the people and data requirements for the Research Excellence Framework (REF), which is the UK's system for assessing the quality of research in UK higher education institutions. The post-holder will work closely with the Research Evaluation Manager and colleagues on this priority area for the Division. The post-holder will also contribute HR expertise and support to projects aiming to enhance the employment experience and opportunities for staff in research and research-related roles, as part of our programme to improve research culture, collaborating with colleagues in the Divisional Office and departments.

 They will also have HR responsibility for the full employee life cycle of members of the Research, Strategy and Funding team (approx. 15 staff), such as procedures around the recruitment, retention and development of the team.

This role will sit within, and work closely with, the Divisional HR Team, while having a specific focus on supporting the work of our divisional Research Strategy and Funding team, particularly the REF and research culture teams. Areas of responsibility will include: Research Support, Data Analysis and Compliance.

Responsibilities

HR Responsibilities

- Support the Research team on HR-related projects, collaborating with stakeholders across the University at all levels, including working directly with MSD departments as needed for project development and implementation.
- Work with colleagues in HR, Research, and EDI teams to explore and develop changes in HR processes that aim to improve the employment experience and opportunities for staff in research and research-related roles. This may include development of new policies, guidance, or reporting mechanisms.
- Be responsible for the full employee life cycle of Research staff posts within the Medical Sciences Division, working closely with senior managers to recruit staff at all levels.

HR Data Responsibilities

- Work closely with the REF (Research Excellence Framework) team to support all elements of the REF submission where staff information is required e.g. people and culture data requirements and eligibility criteria.
- Extract, manipulate and present data relating to researchers, research-related staff, and research students from the University systems (including PeopleXD, or staff experience survey data), in support of research evaluation and research culture workstreams, and to support ongoing initiatives.
- Ensure that all HR data is accurate and complete when reviewing monthly reports – feeding back to the Divisional HR Operations Manager when data is missing or incorrect.
- For REF preparations, ensuring accuracy and completeness of centralised HR data relevant for the HESA return across the division. For example, auditing or adapting processes as required.
- Ensure the accuracy and completeness of centralised HR data relevant for the HESA return across the division. This includes coordinating a process for ensuring key data is collected and recorded across the division and conducting regular audits to verify the correctness of the data.
- Analyse staff data in relation to funding scheme eligibility criteria, to support the Research Funding team.
- Distil and present technical and complex data and information in an understandable and accessible way to a wide range of people, including academics, administrators and students. This may require collecting, analysing and summarising quantitative or qualitative information.
- Support compliance with staff training requirements by running reports and manipulating data.

Selection Criteria

Essential Selection Criteria

- Substantial relevant work experience gained in an HR, or similar, setting.
- Strong, proven, data and excel analysis skills, including large and complex datasets.
- Proficient in IT and MS Office packages.
- Confident communicator, written and verbal.

- Ability to build positive and trusting working relationships with people at all levels.
- Excellent organisational skills, with the ability to deal with and prioritise conflicting priorities, whilst working to deadlines.
- High focus on attention to detail, with a specific focus on data analysis, reporting and presentation skills.
- Experience of working on confidential matters with tact and discretion

Desirable Selection Criteria

- Previous experience of working in a higher education, NHS, Health or Research environment.
- Experience of working with complex databases and people management software systems.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

The Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: http://www.medsci.ox.ac.uk

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. Most departments within the Medical Sciences Division hold Silver Athena SWAN awards.

How To Apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two / three 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)

Please upload all documents **as PDF files** with your name and the document type in the filename.

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 divoff.jobs@medsci.ox.ac.uk

To return to the online application at any stage, please go to: 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** of 30 September before the 70th 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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.