

# Job Description

People Systems & Data Analyst

People, Culture and Wellbeing



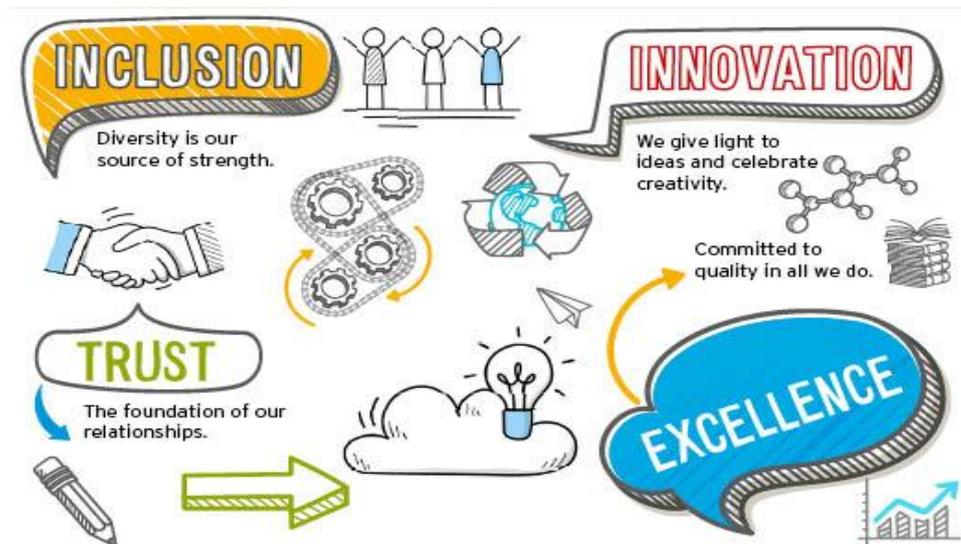
## Brief summary of the role

Grade:	Grade 6
Faculty or Directorate:	People, Culture and Wellbeing
Service or Department:	People Operations
Location:	City Campus
Reports to:	People Systems and Data Manager
Responsible for:	Administrative Support
Work pattern:	Monday – Friday, 36.25 hours per week

# About the University of Bradford

## Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



## Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

## Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

## Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

## Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

## Role holder: essential and desirable attributes

### Qualifications

<b>Essential</b>	Level 2 including Maths/English or equivalent qualification/experience.
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### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"><li>• Advanced Windows based software skills to enable you to carry out complex extraction, manipulation, and analysis of large data sets.</li><li>• Experience of working with People systems and People data</li><li>• Ability to analyse written and numerical information and draw inferences from the material supported by argument and evidence.</li><li>• Advanced skills of data extraction, manipulation, analysis and effective presentation.</li><li>• Proven skills in people systems development within an administrative role</li><li>• Experience of working with business intelligence software eg SAP Business Objects or equivalent.</li><li>• Proven skills in data quality improvement processes.</li><li>• An understanding of information security standards and GDPR.</li><li>• Experience of dealing with a wide range of people, identifying and resolving their queries in a professional manner</li><li>• Clear written and verbal communication skills with the ability to understand and explain processes and procedures.</li><li>• Ability to plan and organise own workload and manage conflicting deadlines without supervision.</li></ul>
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## Main purpose of the role

The post of People Systems & Data Analyst reports to the People Systems & Data Manager and the main objectives of the role are to facilitate the extraction and analysis of a wide range of data to maintain internal and external information requirements, the production of statutory returns, and to ensure the best possible information is available to support institutional planning and decision making. In addition, the People Systems & Data Analyst plays an important role in the administration, testing and development of multiple People systems within the University.

## Main duties and responsibilities

1. Work with the People Systems & Data Manager to agree requirements and outputs for people-related management information.
2. To prepare, analyse and report regular and accurate employee data, management information and statistics, e.g. headcount, FTE, sickness, absence, new starters and leavers, retention rates etc., meeting required deadlines and working with key internal and external data sets to provide this.
3. To be responsible for the development of the University charter submissions, supporting and providing detailed data sets to all Faculties and liaising with other teams within the University to accomplish this.
4. To be responsible for the production of quarterly, annual and ad-hoc People profile reports and scheduled regular reports detailing employee statistics to Faculties and senior management.
5. To provide People reports for various meetings and senior management requests, exploring customer needs, providing professional advice and rationale on appropriate data options to meet needs, analysing complex information and data, interpreting the outcomes and using clear presentation, comparators, trend highlighting and notation.
6. To be responsible for the creation, validation and complete of the annual HESA return to the highest standard and within the required timescales on behalf of the University.
7. To co-ordinate and participate in testing and application of upgrades, patches or fixes on all People systems.

8. To ensure compliance with legal and regulatory requirements in respect of GDPR and People data, supporting good data protection practice.
9. To take appropriate measures to ensure issues of quality and confidentiality associated with the storage, retrieval and distribution of data are maintained and robust.
10. To lead on and manage specific People systems projects as required, using own initiative and providing updates and statistics on a regular basis.
11. To train and supervise the performance of project team members.
12. To provide solution based professional advice and training on the use of current People systems, and to present new People systems, to university staff as required.
13. To liaise with key stakeholders in the University and create good working relationships across the University.
14. To deputise for the People Systems & Data Manager as required, attending meetings and representing the team.
15. To respond to data queries received directly by email, telephone or via ServiceNow and to those assigned by the People Systems & Data Manager.
16. Membership of and participation in University-wide SAT team meetings and groups, e.g. Equality & Diversity, Athena Swan etc.
17. To participate in team meetings and People Services Directorate meetings as required.
18. As a University citizen supporting key student events throughout the year such as Opens days, clearing, enrolment and Graduation