

HR Data, Governance and Compliance Manager

Job Ref: REQ190065

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

To provide specialist advice and support in the areas of Data, Governance and Compliance

To work closely with other senior colleagues to shape the delivery of the University's People Strategy

Job Duties

- Define and implement a strategic approach to HR data analytics, ensuring the provision of strategic HR management information and performance data in collaboration with colleagues in Planning and Finance
- Lead the team of around 10 staff ensuring they are appropriately motivated, developed and resourced to deliver a high-quality service
- Work closely with Schools and Professional Services to ensure the provision of timely and accurate HR data to support their strategic ambitions and operational needs
- Provide advice and guidance to the HR Senior Leadership Team on how HR data can inform and shape strategy
- Produce reports on HR performance and provide insight on areas for future focus
- Oversee the completion of statistical returns, e.g. HESA in collaboration with colleagues in Planning
- Maintain an overview of regulatory obligations, e.g. GDPR, National Minimum Wage and DBS to ensure compliance
- Oversee the University's obligations with regard to immigration
- Liaise with external organisations e.g. UKVI, HMRC to maintain relationships and keep abreast of changes to regulations

- Maintain strong working relationships with IT Services colleagues and external suppliers
- Develop advice, guidance, policies and procedures to ensure compliance with our regulatory obligations
- Provide training and briefing sessions to staff as required
- Develop and produce regular assurance reports for the HR Senior Leadership Team
- Prepare for and coordinate responses for external audits and verification visits
- Oversee the administration of HR Committees, e.g. trade union consultation and negotiation, academic promotion and reward, ensuring consistency and a high-quality service
- Support the HR Senior Leadership Team by preparing papers for University Committees and implementing changes or updates to policies and procedures following Committee approval

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Deputy Director of Human Resources and Organisational Development.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial experience of working in HR	1,3
	Experience of Committee servicing	1,3
	Experience of process and/or project management	1,3
	Experience of analysing data, identifying patterns and trends and developing proposals to address findings	1,2,3
	Experience of leading, coaching and developing a team	1,2
	Experience of leading external accreditations and audits	1,3
Skills and abilities	Strong and up to date knowledge of relevant HR legislation	1,2,3
	Excellent numerical and analytical skills with high attention to detail	2,3
	Proven organisational skills and able to meet tight deadlines and prioritise conflicting demands	2,3
	Ability to think strategically	2,3
	Excellent written and oral communication skills with the ability to present clear, well structured reports	2,3
	Strong analytical skills	2,3
	High level of HR systems literacy	2,3
	Strong knowledge of data protection regulations	
	Strong knowledge of immigration regulations	
	Training	Commitment to continuing professional development
Qualifications	Degree or equivalent experience	1
	Relevant professional qualification (e.g. Chartered Member of CIPD)	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in Higher Education	1
Skills and abilities	Experience of using iTrent	1
	Experience of leading a team of systems specialists	1

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on MANAGEMENT and SPECIALIST, GRADE 7, per £40,792 to £48,677 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Anne Lamb, Deputy Director of Human Resources and Organisational Development by email at A.E.P.Lamb@lboro.ac.uk or by telephone on 01509 222168.

Applications

The closing date for receipt of applications is **8th February 2019**. Interviews will be held on **4th March 2019**.