



OPPORTUNITY

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Reference: 0352-25

Grade: 8

Salary: £38,249 to £45,413 per annum, depending on experience

Contact Type: Permanent

Basis: Full time

Job description

Job Purpose:

Our people are an integral and essential part of the Aston 2030 strategy, published In June 2023. Our key people-related aims include being the best place to work and attracting and retaining the most talented and dedicated individuals to achieve their full potential while at Aston. Our Human Resources and Organisational Development (HROD) Department will play a key role in supporting the development and implementation of our evolving People Strategy which will enable the delivery of the Aston 2030 strategy.

The HR Systems Management Information Lead holds an important role in the department in the provision and analysis of HR management information, for use in Aston University's workforce planning and other relevant decision-making.

One of the key areas of responsibility for this role is the efficient, timely and accurate production of HR management information, ensuring secure protocols and storage for all relevant HR data – including but not limited to special character data and supporting the university's equality, diversity & inclusion (EDI) agenda.

The HR Systems Management Information Lead will be responsible for supporting and embedding the People Strategy under the direction of the Head of HR Systems and HROD Leadership.

Main duties and responsibilities

- ▶ Responsible for working with the leadership within the HROD directorate to deliver of the Aston People Strategy.
- ▶ To work with the HR Systems Team to lead on providing workforce information and analysis to support other members of the HROD directorate and the wider university, allowing for data driven decision making.
- ▶ To work with the HR Systems Team and lead on ensuring the accuracy and integrity of data held within HR's various systems, guiding staff on the data quality and undertaking quality checks to ensure integrity of data held.
- ▶ Using analytical and technical skills to create solutions to complex technical data issues.
- ▶ To support on the production of data to support charter applications such as Athena Swan, and staff benchmarking returns including Staff Salary, Sickness Absence and Senior Staff Remuneration returns.
- ▶ Respond to ad-hoc requests for information, providing detailed analysis where required, including Freedom of Information requests.
- ▶ Manage the data collection processes to enable the annual HESA Staff Return.
- ▶ To promote awareness of legislative requirements and internal policies and procedures on the use of information, specifically in relation to Data Protection, Equality and Diversity and Freedom of Information.
- ▶ Represent HR at relevant University wide data related working groups.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> Good standard of general education (minimum A-level or equivalent qualification, preferably in a numerical, statistical or IT related discipline). 	Application form.
Experience	<ul style="list-style-type: none"> Experience of working in data management and analysis – collecting data from complex systems using reporting tools (Business Objects, Crystal Reports, Cognos etc, PowerBI). Excellent IT skills, including use of advanced features of Microsoft Word and Excel, and experience of using Microsoft copilot or similar AI tool. Experience of achieving targets and KPIs linked to strategy through service delivery. Experience of producing accessible management information reports. Experience of managing special category data. Experience of working with the Information Commissioner's Office (ICO) or an awareness of good practice and principles in relation to data security and the General Data Protection Regulations (GDPR). 	Application form, interview, and selection exercise.
Aptitude and skills	<ul style="list-style-type: none"> A proactive approach to work with the ability to generate practical solutions to complex data issues, using creativity and problem solving. Good communication skills to effectively address all levels of staff within the University both in writing and face to face and ability to elicit 	Application form, interview, and selection exercise.

	Essential	Method of assessment
	<p>information and to explain data to non-specialists.</p> <ul style="list-style-type: none"> • Creativity and enthusiasm for turning data into information capable of supporting decision making. • Ability to work on own initiative within minimal supervision and meet set deadlines. • Good organisational skills with the ability to effectively plan and prioritise tasks to ensure that both short- and long-term objectives are met. • Good attention to detail and accuracy. 	
Organisational awareness.	<ul style="list-style-type: none"> • To think and act cross-functionally, beyond HR professional areas, understanding the wider picture and the implications of short-term decisions for achievement of the department's goals. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • An honours degree or equivalent. 	Application form.
Experience	<ul style="list-style-type: none"> • Experience in working with data visualisation software (Power BI, Tableau or equivalent). • Experience of maintaining relational databases (Microsoft SQL Server, Oracle) and database scripting (T-SQL). • Experience of undertaking statutory returns. 	Application form and interview.

	Desirable	Method of assessment
	<ul style="list-style-type: none"> Experience of the Higher Education sector e.g. familiarity with the environment, structure through work or study. 	

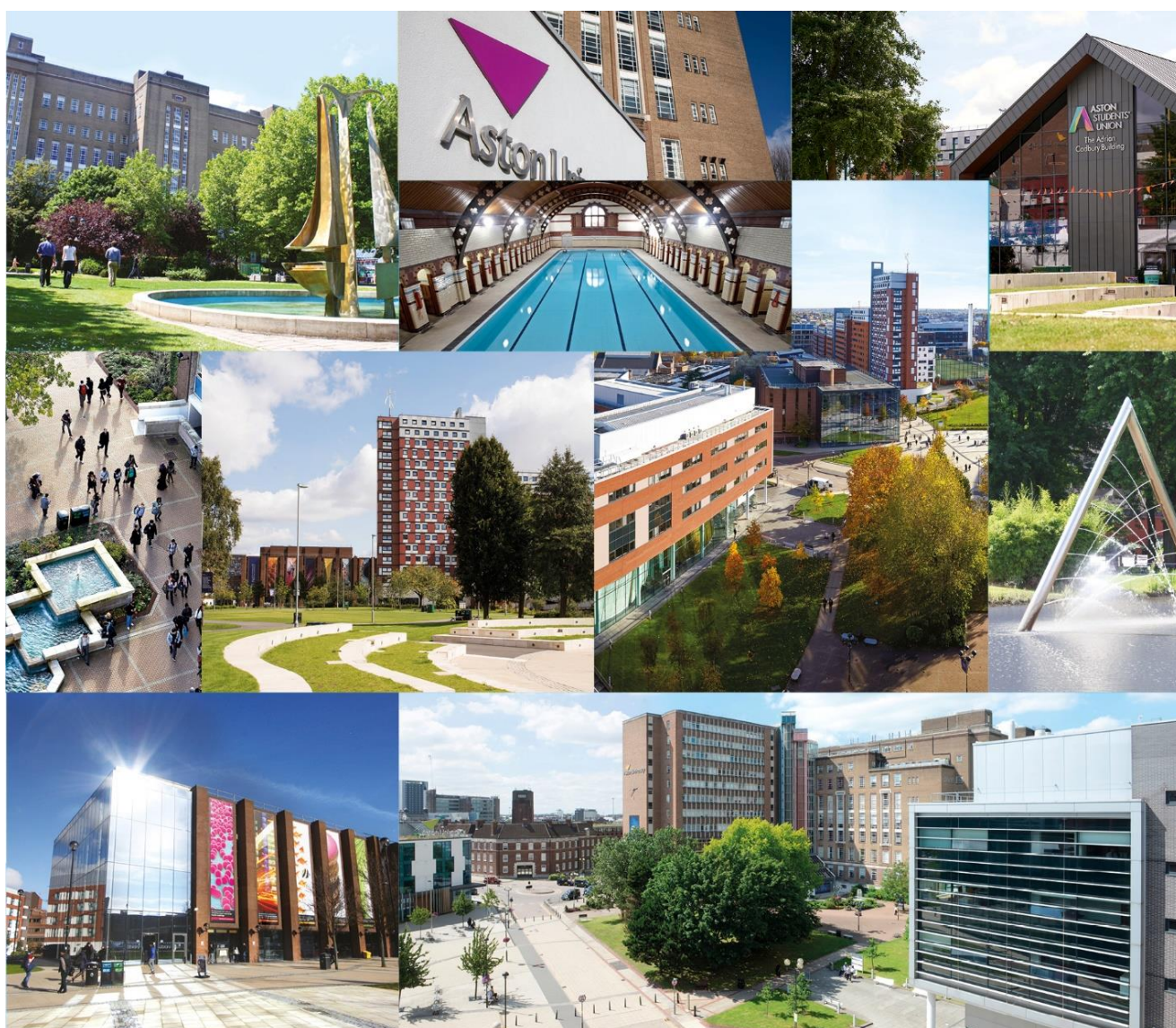
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 27/05/2024 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Hayley Venables
Job Title: Head of HR Systems
Email: h.venables@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS): If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection

Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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