

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

We are proud to have been a Two Ticks employer since August 2008 and, as part of our commitment to this scheme, we guarantee an interview to any candidate with a disability who meets the essential criteria for the post. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

**Closing Date: 29 November 2016**

Produced by:  
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**JOB DESCRIPTION – Job ref REQ00293**

<b>Job Title and Grade:</b>	Organisational Development Analyst, Grade 6
<b>Contract:</b>	Permanent, full time
<b>Hours:</b>	36 hours per week
<b>Salary:</b>	£25,298 - £28,452 per annum
<b>Department/Section:</b>	Human Resources
<b>Responsible to:</b>	Jo Andrews, Assistant HR Director (Organisational Development)
<b>Reports on a day to day basis to:</b>	Nicola Waters, HR Manager Organisational Development
<b>Purpose of job:</b>	<p>We are looking for an analyst to join us on a permanent basis in our HR Section. You will be a member of the Organisational Development team and will work closely with Assistant HR Director (Organisational Development) and the leadership team. The Organisational Development portfolio includes: Professional Development; Academic Development; Equality and Diversity; Education Technologies; Talent Development; and Employment Policy.</p> <p>This is a new role and has been designed to reflect the priorities of the University People Supporting Strategy 2015 – 2019, and our commitment to high levels of employee engagement. In this post you will be part of a team working on the acquisition, analysis and interpretation of employee data across career stages, roles and responsibilities. Using information collected through consultations, systems and processes you will be asked to provide regular insights into the employee experience. As a team we will then use these insights to inform HR initiatives across Organisational Development, Employee Relations and Workplace Health and Wellbeing.</p> <p>As well as being able to analyse data sets and present information we are looking for someone with the ability to make connections across different management information and help us to use their insights to deliver our Strategic Plan.</p>

**Duties of the Post:**

The main duties of the post will include:

1. Using an evidence-based approach, provide regular insights into the employee experience across career stages, role and responsibilities and identify current performance trends and needs for the University.
2. Analyse employee datasets against institutional priorities, identify weaknesses and provide the wider team with rationale for possible changes that they may consider.
3. Be a source of knowledge on management information available on the employee experience.
4. Support the creation and review of user-facing guides, training and communication materials which help people to understand the employee data available to them and use it effectively.
5. Visualise findings in formats appropriate to a range of audiences and complying with University communication guidelines. This will include presentations, meetings, webinars and online reports as well as formal committee reports.

6. Contribute to equality monitoring and equality charter mark accreditation, reporting and identifying ways to maximise the impact of the data as part of continuous improvement.
7. Liaise closely with colleagues in the HR Information Team and in Business Systems, and contribute to existing and planned workforce reporting projects.
8. Liaise with colleagues in the OD team to complete monitoring statements and identify key achievements in line with strategic documents and external requirements (Strategic Plan, Education Action Plan, People Supporting Strategy, Equality Framework and Sub Strategy).
9. Prepare appropriate papers, briefings and reports as required for relevant committees, working and project groups, and external monitoring groups as required.
10. Contribute to projects and initiatives across Organisational Development portfolio as required.
11. To attend relevant events and activities external to the University and to develop and maintain appropriate links with external networks, groups and organisations to ensure up-to-date awareness of good practice within the HE sector and elsewhere.
12. Any other reasonable duties as may be assigned from time to time by the Director of Human Resources or her/his nominee.

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***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

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<b>PERSON SPECIFICATION - JOB TITLE: Organisational Development Analyst</b>
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**Qualifications /Training**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Degree level qualification or equivalent professional experience. (Relevant subject experience may include: Business/ Human Resources/Social Sciences/ Statistics / Maths)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Evidence of continuing professional development in related areas (for example information management / statistical analysis)</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Membership of CIPD (or equivalent professional qualification)</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Demonstrable experience of using primary and secondary information sources and a clear understanding of the importance of both formal and informal research data and its potential impact</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Demonstrable understanding of the emerging field of HR analytics (e.g. descriptive, linkage, predictive approaches) and its uses</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of manipulating data using Excel or equivalent tools</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Understanding of knowledge-acquisition needs in terms of data</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of data visualisation techniques and presenting information for different purposes</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ The ability to build clear insight through analysis and presentation of management information. Sources will include in-house data, sector-specific resources and professional accreditation sources</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ A good level of numerical, statistical and analytical skills with the ability to identify trends, patterns and outliers</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Excellent communication skills, both written and oral with the ability to clearly present, document and explain complex data and concepts in non-technical language</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Excellent interpersonal skills with the ability to develop relationships within the University community and beyond</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Ability to challenge colleagues to think critically and creatively in response to research findings and emerging trends</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Proficient in the use of proprietary Business Analytics software</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Advanced skills in Microsoft Excel and PowerPoint</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ A good understanding of database and data warehouse concepts</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Other**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Commitment to the University's values and mission to deliver excellence in both education and research and to the principles set out in its People Supporting Strategy</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Enthusiasm for problem solving with an aptitude for tackling complex challenges</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Commitment to developing your professional knowledge, skills and experience</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Ability to meet the requirements of UK 'right to work' legislation</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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## **Additional Information**

### **Department**

For more information on the Human Resources section, please visit [www.essex.ac.uk/hr](http://www.essex.ac.uk/hr)

### **People Supporting Strategy**

Please find a link to the People Supporting Strategy.  
<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

### **General information**

Informal enquiries may be made to Nicola Waters, HR Manager, Organisational Development (telephone: 01206 873814 e-mail: [nwaters@essex.ac.uk](mailto:nwaters@essex.ac.uk)). However, all applications must be made online.

### **Benefits**

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

### **No smoking policy**

The University has a no smoking policy

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