

HR ANALYST

Human Resources

Grade 6, Full time, Permanent

Job reference number: 117-22



Applicant Information Pack

Closing date

9am Friday 6 January 2023

Interview date

Thursday 19 January 2023

Contents

- Job Description
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- How to Apply

Job Description

Job title	HR Analyst
Department	Human Resources
Grade	6
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Head of HR
Responsible for	N/A
Liaises with	<p>Internal HR Team, Directorate, Secretariat, Heads of Departments/Faculties, Line Managers and staff, Finance & Payroll Team, RCM trade union representatives, RCMJD</p> <p>External Advertising agencies and website providers, Universities and Colleges Employers' Association (UCEA), Training providers, HR colleagues at other Conservatoires and Higher Education Institutions</p>
Job overview	<p>The HR Analyst reports to the Head of HR and has responsibility for producing reports, analysing data and undertaking work related to data retention and reward. The HR Analyst also works closely with the Deputy Head of HR and is expected to have the skills and knowledge to provide additional cross cover support to the wider HR team.</p> <p>The HR Analyst has a responsibility for maintaining and improving the quality of data held and is expected to take a proactive approach to seeking solutions and improved ways of working</p>

Main Duties & Responsibilities

These include:

Reward

- Be responsible for administering and coordinating HERA job evaluations.
- Assist in the implementation of the annual pay award and annual service based increments
- Provide information to staff on salary sacrifice schemes and submit the monthly order for childcare vouchers
- Explore increased functionality of ESS for example the introduction of total reward statements

iTrent, Employee Self Service, People Manager

- Provide support to users of Employee Self Service (ESS) and People Manager with general queries resolving basic issues such as difficulties accessing the system and escalating to the Business Applications Manager and/or the software provider, MHR, on more complex issues.
- Keep up to date with changes resulting from new releases of the iTrent and keep the Head of HR informed about necessary changes to working or enhanced capability on the system
- Answer queries about annual leave entitlements and administer the annual 'carry over' of leave including preparing the report for Finance
- Continually work to improve the functionality of iTrent, proactively seek information and guidance from the MHR website and familiarise yourself with the iTrent guides available. Make suggestions on improvements to ways of working and ensure processes are documented

Data and Reporting

- Provide reports on employee data such as sickness absence, FTE, starters and leavers and build basic Business Objects reports as required
- Be the designated point of contact within HR for Freedom of Information (FOI) and Subject Access requests. Coordinate gathering necessary information from colleagues and prepare responses for the approval of the Head of HR or Deputy Head of HR
- Provide data and analysis for the EDI Committee. Proactively seek to improve the quality of data.
- On request provide data and analysis to inform Positive Action statements in recruitment campaigns

Annual statutory returns and reports

- Work with the Head of HR in the preparation of annual statutory returns such as HESA
- Work with the Head of HR to improve the quality of data required for the HESA staff return

HR Records

- Under the guidance of the Deputy Head of HR, lead on the digitisation of existing paper personal files of both current and former staff, digitisation tasks to be undertaken by the HR Analyst with the assistance of the HR Assistants
- Assist the Deputy Head of HR in conducting routine internal audits of personal files, retention of recruitment paperwork, Right to Work documents and similar data
- Take a lead on the annual archiving of leavers files in accordance with GDPR requirements
- On an ongoing basis liaise with the Marketing team in relation to academic staff profiles on the external website and, on an annual basis, staff information for the Prospectus
- Assist with the periodic cleansing of data
- Responsible to ensuring the HR department GDPR guidance is kept up to date and communicate any changes to the team

HR processes

- Explore ways in which the efficiency of HR processes could be improved through Power Apps or other appropriate software solutions
- Lead on improving the recording and monitoring of training on the HR system and implement workflows on iTrent to automate reminders for the expiry of DBS checks and renewals of training such as MHFA and Prevent
- Under the guidance of the Deputy Head of HR and Head of HR explore improving the functionality of the HR intranet (Muse) page
- Under the guidance of the Deputy Head of HR, ensure the timely completion of annual appraisals. Work with the Head of HR to explore appropriate appraisal processes for one-to-one teaching professors.

Recruitment, Operations and other generalist duties

- The HR Assistants are responsible for monthly payroll inputting and the recruitment process from advertising to interview. It is important that the HR Analyst is also able to undertake these tasks to provide additional support at busy times of the year or during staff absences. The Deputy Head of HR will ask the HR Analyst to undertake these routine tasks from time to time to ensure their skills are kept up to date
- Ensure familiarity with HR policies and procedures and be able to answer basic queries understanding when to signpost staff to the Deputy Head of HR or Head of HR
- Assist visitors to the office and undertake Right to Work checks
- Attend committees and meetings as requested by the Deputy Head of HR or the Head of HR, acting as a note taker if appropriate. Actively contribute to wider HR activities and undertake other duties as the Deputy Head of HR or Head of HR may from time to time require

Person Specification

Applicants should demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Criteria	Description	Essential/ Desirable	How Criteria Are Tested
Qualifications	CIPD Level 3 or equivalent professional experience	Essential	AF, INT
Experience/ Knowledge	Experience working within an HR environment	Essential	AF, INT
	Strong working knowledge of current UK employment legislation and best practice	Essential	AF, INT
	Experience and knowledge of using HR databases	Essential	AF, INT
	Experience and knowledge of Midland iTrent and SAP Business Objects	Desirable	AF, INT
	Experience of working within a higher education institution	Desirable	AF, INT
	Experience preparing HESA staff submissions	Desirable	AF, INT
	Experience of administering pension schemes, including USS and TPS	Desirable	AF, INT
	Knowledge of the HERA job evaluation process	Desirable	AF, INT
Skills	Strong time management and administrative skills	Essential	AF, INT
	Flexible, organised and agile approach to work	Essential	AF, INT
	High level written and spoken communication skills with strong interpersonal skills	Essential	AF, INT
	Strong IT skills, including database management (especially HR databases), Word & Excel	Essential	AF, INT
	Keen attention to detail	Essential	AF, INT
	Confidence to communicate effectively with staff at all levels, including Directorate, Heads of Faculties and hourly paid professors	Essential	AF, INT
Personal Attributes	Interest in classical music	Desirable	CV
	An informed interest in higher education	Desirable	AF
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form CV = Curriculum Vitae ST = Selection Test INT = Interview

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

The duties and responsibilities assigned to the post may be amended by the Head of HR within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.												
Contract type	Permanent												
Hours of work	<p>This role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday.</p> <p>The HR team work on a hybrid working model with full-time staff normally spending two days working from home and three days onsite.</p>												
Salary	<p>RCM Pay Scale Grade 6, incremental points 20 – 24:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>20</td><td>£30,546</td></tr><tr><td>21</td><td>£31,277</td></tr><tr><td>22</td><td>£32,074</td></tr><tr><td>23</td><td>£32,907</td></tr><tr><td>24</td><td>£33,763</td></tr></tbody></table> <p>*inclusive of London Weighting allowance</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	20	£30,546	21	£31,277	22	£32,074	23	£32,907	24	£33,763
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Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.												
DBS check	Not applicable for this post.												
Probation	The post has a six months' probationary period.												
Notice period	The appointment will be subject to termination by not less than one months' notice. Notice during probation will be seven days' notice by either party.												
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).												

Annual leave Full time staff are entitled to 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays.

The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

Staff Benefits

Travel Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.

We also offer a tax-free bicycle loan under a similar repayment scheme.

Events There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.

Eye tests & hearing tests The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.

Employee Assistance Programme All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.

Professional Development The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for Performing Arts in the 2022 QS World University Rankings by subject.

Staff The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

Location	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.
Department	<p>The Human Resources department is a small generalist team comprised of a Head of HR, Deputy Head of HR, an HR Analyst and two HR Assistants. The Payroll function also sits within the wider HR team.</p> <p>The HR department provides operational HR support and advice to all the departments of the RCM from job evaluation to recruitment, induction, career development and organisational change. The HR department is also responsible for developing and delivering a range of learning and development opportunities and well as pay, pensions administration, reward and benefits.</p>

How to Apply

	<p>To apply, please complete our 1) Application form and 2) Equal Opportunities form, available to download from the RCM website, and submit in PDF or Word format to recruitment@rcm.ac.uk</p> <p>Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.</p>
Closing date	<p>9am Friday 6 January 2023</p> <p>Applications received after the stated closing date will not be considered.</p>
Interview date	<p>Thursday 19 January 2023</p> <p>With some roles at the RCM second interviews may take place. Shortlisted candidates will be notified in due course.</p> <p>There will be a test for shortlisted candidates. Further details will be passed to shortlisted candidates in due course.</p>
	<p>If you have any questions about this position or the application process please contact a member of the recruitment team on; recruitment@rcm.ac.uk. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.</p>

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Jennifer Allison

Head of HR
December 2022

