



MAGDALEN COLLEGE, OXFORD

HR DATA & SYSTEMS ASSISTANT

(REFERENCE NUMBER: HR25002)

Magdalen College, founded by William Waynflete in 1458, is one of the largest of the thirty-nine Colleges of the University of Oxford and one of the most beautiful, with a 120 acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. The College has over 600 student members, both graduate and undergraduate. There are 75 Fellows who form the Governing Body, and approximately 160 non-academic College staff.

Information about the College is available on our website at www.magd.ox.ac.uk

Our Human Resources Team is a team of five, led by the Head of HR; we provide comprehensive HR support for all colleagues across the College, and fulfil HR strategies to achieve the aims of the Strategic Plan. As a team, we pride ourselves on providing a responsive, collaborative, and trusted service. We are seeking an experienced **HR Data & Systems Assistant** to deliver payroll and support the upgrade of our HRIS, Cintra, and associated automation of our HR processes, driving greater efficiency and data insight across the employee lifecycle. This is an exciting opportunity to contribute to our ongoing transformation, with potential for the role to expand in hours and scope in the future.

Duties and Responsibilities

The duties of the HR Data & Systems Assistant are listed below should not be regarded as exhaustive. The postholder will be expected to work flexibly and closely with HR and Finance colleagues, and to perform other duties relevant and appropriate to this post, as instructed by the Head of HR.

1. HR and Payroll Administration

- Responsible for payroll data and pension administration, ensuring accuracy and timely processing, working closely with colleagues in the Finance Team, specifically the Payroll Officer.
- Maintain employee records for attendance, leave, and statutory entitlements, also producing required HR documentation.
- Respond to internal and external data requests and provide general HR administrative support.

2. HR Systems Management

- Proactively maintain accurate employee and organisational data, ensuring GDPR compliance and system integrity.

- Support system upgrades, configuration, and user access while liaising with vendors and IT to resolve issues.

3. Data Management and Reporting

- Develop and deliver accurate HR reports and analytics to support the Head of HR and inform decision-making.
- Analyse people data trends, and support statutory returns, benchmarking, and compliance reporting.

4. Continuous Improvement and Compliance

- Drive improvements in HR systems and processes to enhance efficiency and user experience.
- Ensure all HR data practices align with GDPR, data protection, and EDI standards.
- Stay informed on HR technology trends and contribute to continuous service improvement.
- Any other tasks, duties and responsibilities not listed above which can reasonably be expected to be performed or undertaken by a HR Data & Systems Assistant

Essential

1. **Experience managing HR systems** – maintaining accurate employee data, configuring system modules, and resolving technical issues.
2. **Experience of managing payroll** - understanding of current legislation including taxable benefits, SSP, SMP, parental pay, salary sacrifice, pensions including auto-enrolment.
3. **Strong data and analytical skills** – producing, interpreting, and presenting HR metrics and reports to support decision-making.
4. **Knowledge of GDPR and data governance** – ensuring compliance and maintaining confidentiality when handling sensitive employee data.
5. **Excellent IT skills and experience** – including advanced Excel skills.
6. **Attention to detail and organisational skills** – proactively ensuring data accuracy, meeting deadlines, and managing multiple priorities effectively.
7. **Strong communication and teamwork** – collaborating across HR, Finance, IT and providing clear guidance to new starters and colleagues across the College.

Desirable

1. Experience in using Cintra.
2. Experience developing HR dashboards or data visualisations (e.g. Power BI, Tableau).
3. Relevant qualification in HR, Payroll, data analytics, or information systems (e.g. CIPD, CIPP, HRIS certification, or equivalent).
4. Previous experience of working in an Oxford College, higher education or public sector.

Hours of Work

The hours of work will be part time at 20 hours per week. The working pattern is negotiable and could be worked over 3 days per week or spread over 5 days to suit school hours. Flexibility is desirable as there is potential for the role to expand in hours and scope in the future.

Salary

The salary range will be Grade 5 of the Unified College Pay Scale, pro rata. As such, the starting range for 20 hours per week would be £16,201 per annum plus the Oxford Location Allowance.

Location of Work

This role is based at Magdalen College, Oxford, OX1 4AU, with office-based working highly preferable.

Holiday

The full time holiday entitlement is 38 days per annum including bank holidays. Some set days' holiday must be taken when the College is closed.

Other Benefits

- Membership of contributory pension scheme (Oxford Staff Pension Scheme)
- Free lunch will be provided (when Magdalen College kitchens are open)
- Use of sports facilities
- Optional contributory Healthcare Scheme
- Bus pass purchase scheme
- Cycle to work scheme
- Car parking may be available

The College provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

Magdalen College is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Applications

Please complete the College application form and send it, together with the recruitment monitoring form, (both of which can be found on our website at <http://www.magd.ox.ac.uk/job-vacancies/>) to the HR Team at Magdalen College, Oxford, OX1 4AU or human.resources@magd.ox.ac.uk. If you do not wish the College to contact your referees at this stage please make this clear in your application. The post will remain open until a suitable candidate is found.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy, which can be found at <https://www.magd.ox.ac.uk/other-policies/data-protection/>.