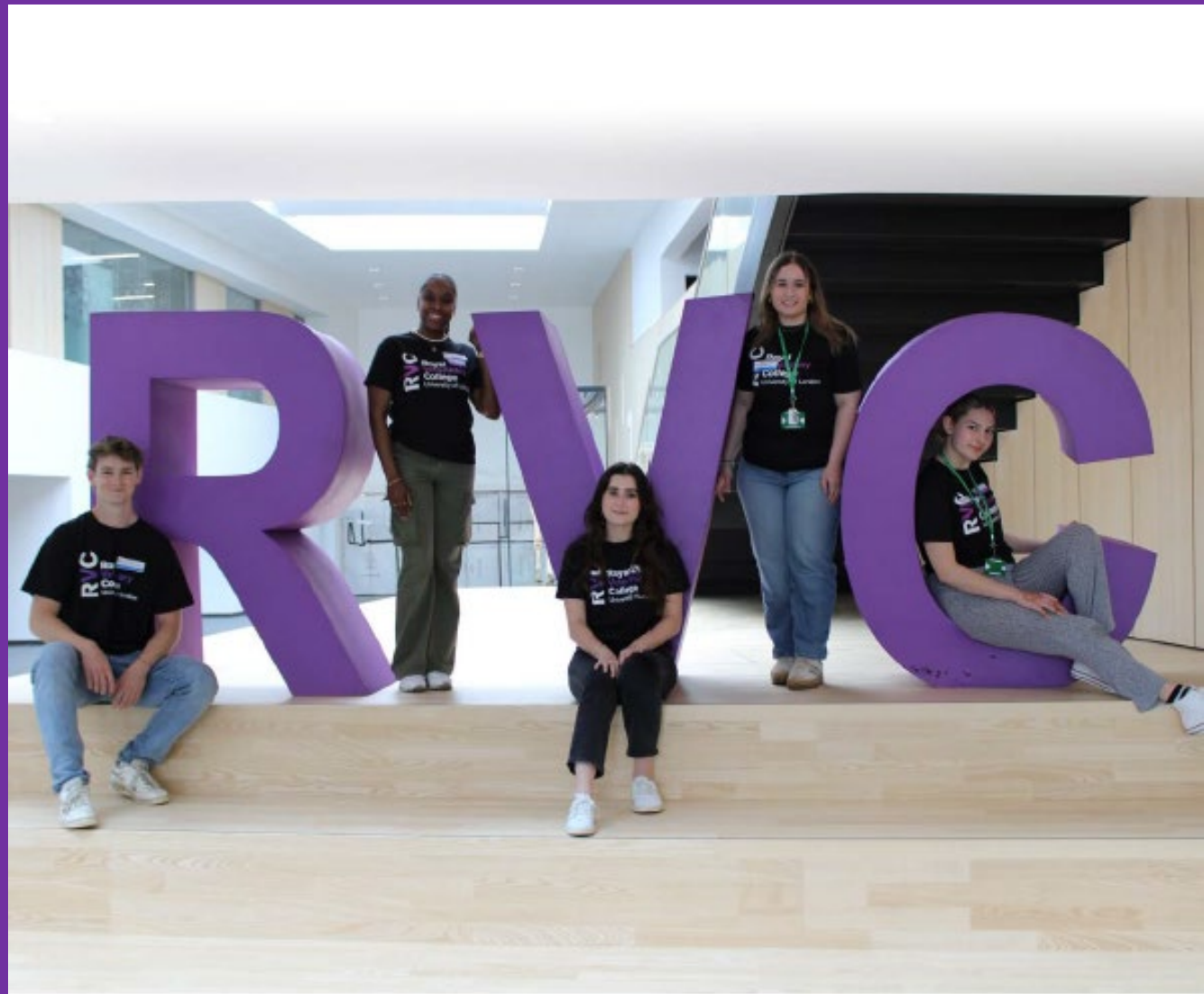


Workforce Data & Analytics Manager

HUMAN RESOURCES
DEPARTMENT

Ref: HR-0290-25



Joining the RVC means becoming part of a heritage going back over 233 years at an institution where students are at the heart of everything we do. The RVC has always been at the forefront of veterinary science and animal health and our reputation is testament to our constant efforts to innovate in the delivery of our curricula to our students. The RVC is a small, specialist Higher Education Institution consistently achieving global recognition as a leading veterinary school and for its high impact research. Whilst being a Member Institution of the University of London, the RVC has recently acquired full University status in its own right. Spread across two campuses in central London and Hertfordshire, the RVC has a turnover of circa £130mn and undertakes a wide range of educational, research and clinical activities. Its international footprint has expanded considerably in recent years.

Future plans include the capital development of a new small animal hospital and the expansion of its commercial activities, including through the London Biosciences Innovation Centre. The university faces the same challenges as the broader Higher Education sector, in particular through a constrained funding environment, with the additional challenge of competing with the private sector for its substantial third-stream business: risks that need to be managed in the context of future strategic development. Despite these challenges, the RVC has generated a consistently positive financial return over the past decade.

About the RVC

Founded in 1791, the Royal Veterinary College (RVC) is the longest established veterinary school in the English-speaking world and a member institution of the University of London. In April 2023, the RVC was granted full University status by His Majesty the King. The RVC's mission is to be a leading international authority in education, clinical care, research, expert opinion and employment in veterinary and biomedical sciences.

Education

The RVC offers outstanding undergraduate and postgraduate programmes in veterinary medicine, veterinary nursing and biomedical sciences to a talented and vibrant community of 2,500 students from more than 70 countries across the world, as well as CPD programmes in veterinary medicine and veterinary nursing.

Ranked as the top veterinary school in the world in the QS World Rankings by subject for the last four years, the RVC is one of the few veterinary schools internationally whose professional programmes are accredited in the US, Canada, EU, Australasia and South Africa.

Research

The RVC's research mission is to create, communicate and apply scientific knowledge to improve the health and welfare of animals and people and the environments in which they live. The aim is to conduct world-leading research and discovery in veterinary medicine, comparative biomedicine, One Health, disease biology, animal welfare, and allied disciplines. The past two decades have seen sustained growth in the scale, range, and impact of research at the RVC. In the 2021 Research Excellence Framework, the RVC ranked first in the UK for research power and impact in the veterinary, agriculture and food sciences. University status provides the RVC with a new opportunity to consider how research and innovation is fostered.

Clinical care

The RVC provides support for the veterinary profession and animal owners through primary care practices and its three world-leading referral hospitals, including the Queen Mother Hospital for Animals, Europe's largest small animal hospital.

Finances

Within the context of a higher education sector facing an unprecedented level of challenge, the RVC is in a good financial position. We have maintained healthy operating surpluses in recent years, which has allowed us to invest strategically. For the financial year to the end of July 2024 our turnover was £129 million with an operating surplus of £8.8 million.

People and innovation

The RVC has a dedicated workforce of over 1,100 employees based across two campuses; one in Camden, Central London, the other, Hawkshead, near Potters Bar in Hertfordshire. The London Bioscience Innovation Centre (LBIC), a hub for commercial research collaboration and business incubation in the biosciences and biotechnology, is based at Camden. LBIC is currently home to more than 50 life science companies, ranging from entrepreneurial start-ups, venture investors and university spin-outs, to several more established businesses.

Culture

The RVC is passionate about, and fully committed to, ensuring the health and welfare of animals and humans.

Professionalism, care, and compassion are at the heart of everything we do. We foster an inclusive culture that promotes equality of opportunity, values diversity and maintains a working, learning and social environment in which the rights and dignity of all our staff and students are respected.

Strategic Plan and the Future

The RVC is midway through its ambitious Strategic Plan 2022-26 and on track to achieve its objectives.

Key Facts 2025

Ranked #1 in the world for Veterinary Science

(QS World University Rankings 2025)

1791

We have been serious about
science for 233 years

2500 students

approx.

We have a vibrant international
community, with students
from **71 countries** and staff
from **94 countries**

1100 staff

approx.

We own the **London BioScience
Innovation Centre (LBIC)** - home to
over 60 **biotechnology and life
science companies**, from small
start-ups to established players

Internationally Recognised Courses

Our **Biological Science**
programmes are accredited by the
Royal Society of Biology, with our
MSci and placement year options
gaining **Advanced Accreditation**

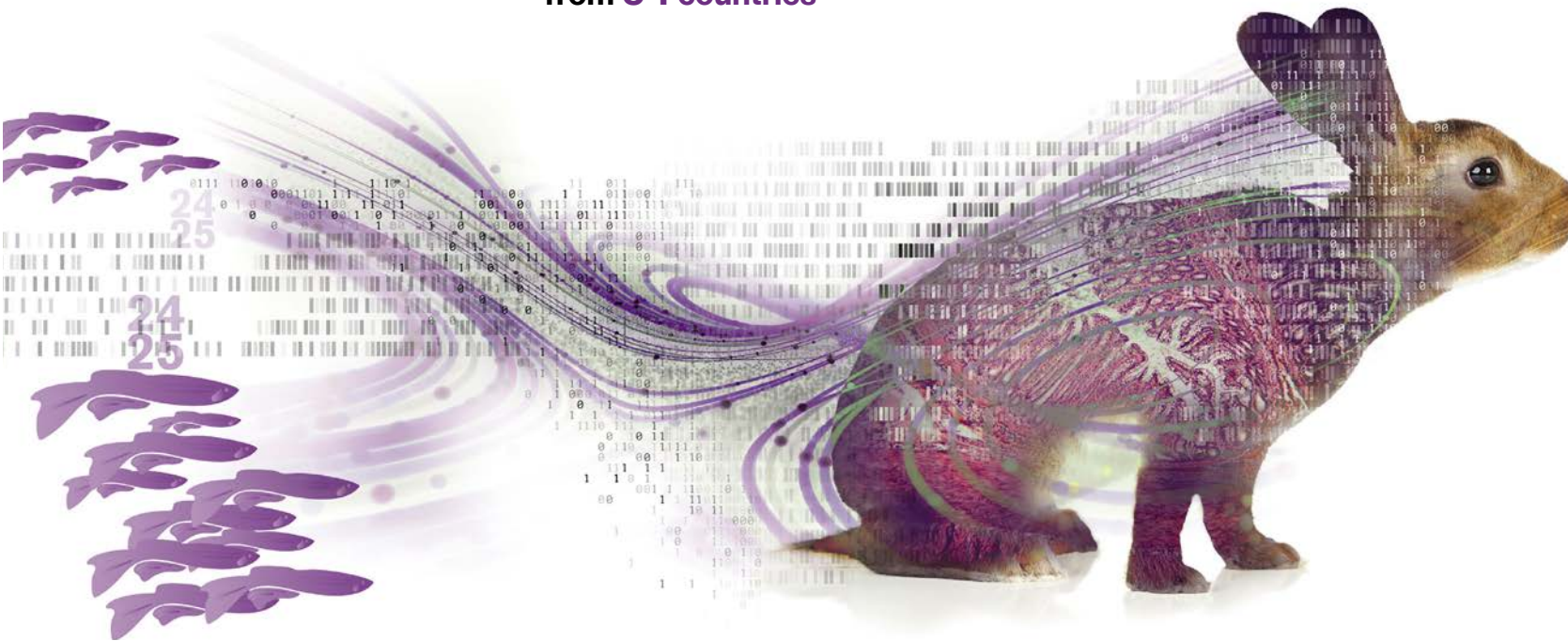
Based in **London**, ranked as
the top student city in the world
(QS Best Student Cities 2024)

and **Hertfordshire**
students are based on a 575-acre
countryside campus

280

approx.
professional services employees
(under the current COO structure)

The RVC is one of the few
veterinary schools in the world
that holds accreditations from
the **Royal College of Veterinary
Surgeons (RCVS)** in the UK,
the **European Association of
Establishments for Veterinary
Education (EAEVE)** in the EU,
and the **Council on Education of
the American Veterinary Medical
Association (AVMA)** in the USA
and Canada



Academic Structure

The RVC's academic departments are home to the research, teaching and impact that delivers our academic mission. Our work addresses global challenges and we operate at the forefront of global veterinary medicine and science.

We have 3 academic Departments:

- **Department of Comparative Biomedical Sciences**
- **Department of Pathobiology and Population Science**
- **Department of Clinical Science and Services**

Our Research

The RVC's research mission is to create, communicate and apply scientific knowledge to improve the health and welfare of animals and people and the environments in which they live.

The scope of the RVC's research and innovation is defined by this mission – the aim is to conduct world-leading research and discovery in veterinary medicine, comparative biomedicine, One Health, disease biology, animal welfare, and allied disciplines.



Learning, Teaching and Assessment

The RVC staff community consists of highly qualified, award winning academics who are also world-renowned researchers, and/or clinicians that are passionate about their fields, all supported by an expert team of professionals.

Professional Services Department (PSD)

There are seven PSD teams currently overseen by the Chief Operating Officer (COO) comprising approximately 280 people and a budget of £33 million.

These include:

- Learning and Wellbeing
- The Registry
- Infrastructure Services
- International Engagement and Strategic Partnerships
- **Human Resources**
- External Relations
- Secretariat



OUR BENEFITS

RVC offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive
Rates of Pay



30 Days
Holiday



Additional
Statutory and
Customary days



Contributory
Pension



Staff
Development



Free Gym
Facilities



Research
Support



Health and
Wellbeing



Library



Campus
Facilities



Family /Care
Leave Policies



Access to
Student
discounts



Cycle
to work
scheme



And much
more!

Further information can be found on our **employee benefits page** [here](#).

Job Title: **Workforce Data & Analytics Manager**

Department: **Human Resources**

Reports To: **Director of Human Resources**

JOB OVERVIEW

The Workforce Data & Analytics Manager plays a key role in the management of data across the full suite of HR processes, teams and systems, and in the design and production of analytics to support university-wide evidence-based decision making.

They manage and undertake a range of processes to ensure HR data is well-managed, robust, categorised in such a way as to meet the RVC's needs, and can be utilised as a valuable asset across the university. They have a pivotal role to play in designing and developing HR's analytics roadmap which will bring a step change in how HR data are viewed and used. This includes designing long and short-term plans, working closely with colleagues within HR and IT to influence the HR systems and process development strategy, and communicating effectively with a wide range of colleagues and stakeholders.

This role will lead on the provision of workforce data and management in information HR/people-related decisions and support workforce planning. The postholder will provide high quality data analysis and insight to inform HR and people-related university decision-making as well as preparing and submitting workforce data for a variety of statutory and accrediting bodies.

RESPONSIBILITIES AND DUTIES

Main Duties & Responsibilities

Analytics and Management Information

- Lead on the provision of high-quality robust workforce data and HR management information using data analytics to support and inform strategic and operational decision making.
- Design, deliver and regularly develop a suite of comprehensive Power BI dashboards to present workforce data and management information in an accessible and consistent format.
- Engage with stakeholders and support them in interpreting data to make informed decisions by offering expert knowledge and evidence-based advice and insight.

- Lead on provision of workforce data relating to Freedom of Information requests, working with the relevant contacts in HR and Governance.
- Create, maintain and distribute an annual reporting and analytics calendar, planning and scheduling all reporting and analytics activity.
- Create and implement analytics on HR's performance and activity, including trend analyses, for use by the Director of HR, the HR Senior Team, and the Professional Services Leadership Team.

Data Management

- Review and document the university's employee data management processes across the full range of HR/people technology and the entire employee lifecycle.
- Working with colleagues in HR and IT, develop plans and processes for the regular verification of and periodic updates to the university's organisational structure, how it is represented in HR software, and how it is integrated across the university.
- Working with colleagues in HR and IT, review and assess the categorisation of a range of employee data to ensure that analysis and segmentation of data is carried out in line with requirements.
- Design and implement a series of data quality assurance reports/methods, with clear accountability for ensuring high levels of data quality is maintained.

Line Management / Supervision / Mentoring / Training

- *Whilst the role does not have any direct line management in the first instance, it is expected that the role holder will have the ability to utilise some of the capacity of the HR Systems Administrator. The role holder will supervise the work of the HR Systems Administrator through the delivery of some of the 'Analytics and Management Information' and 'Data Management' duties listed above.*
- Train and inform colleagues in HR and the wider university on the use of HR analytics to ensure reports and dashboards are as intuitive as possible and correctly interpreted.

THE PERSON

Evidence		
Competency	Essential	Desirable
Skills	• Excellent analytical skills with the ability to offer evidence-based insight from analysis of complex data • Ability to communicate complex data and management information to a diverse audience • Excellent numeracy skills and ability to sense-check and interpret data • Expertise in shaping complex HR data analytics • Strong IT skills and digital confidence • Strong, clear and concise written and verbal communication skills • Ability to maintain effective collaborative working relationships • Ability and willingness to adapt to changing priorities • Strong organisation skills	• Understanding of stakeholder management • SQL analysis skills
Attainment	• Degree or equivalent professional experience	• Relevant postgraduate qualification (e.g.) in HR technical or Analytics area • Project Management qualification
Knowledge	• Knowledge of HR systems and payroll processes • Awareness of requirements for handling confidential personal data and GDPR and other relevant legislation	• Awareness of the importance of data in business contexts and associated risks
Relevant Experience	• Experience extracting, analysing and interpreting data from a variety of sources • Creation of MI dashboards using Power BI or equivalent tool • Creation of user-friendly management information from complex datasets • Substantial experience of presenting complex information, verbally and in writing, to a non-technical audience in an engaging way	• Use of MHR iTrent, Business Objects & SQL • Use of Stonefish e-recruitment platform • Use of data visualisation software, e.g. Power BI, QlikView or Tableau • Use of Artificial Intelligence (AI) for data analysis & visualisation • Development of, or contribution to, an HR data strategy • Experience in a HE setting • Preparation and successful submission of Higher Education HR datasets and management of information such as HESA, REF, Athena Swan.

FURTHER INFORMATION

Role: **Workforce & Data Analytics Manager** REF HR-0290-25

The post **reports** to the Director of Human Resources

This is a **permanent** post, available on a **full-time (or part-time/job share)**, basis. Normal working hours per week will be 35 hours, working 7 hours per day. This may vary from time to time in consultation with your line manager.

Salary will be £53,188 - £62,727 per annum (inclusive of £4,065 London Weighting) on Grade 7 on the single salary spine. You should expect to start at the bottom of the salary scale, except in exceptional circumstances where your skills, knowledge or experience is likely to bring significant advantages to the RVC.

Place of Work

The role will be based at our Hawkshead Campus, near Potters Bar in Hertfordshire, a 15-minute train ride from the centre of London. The University provides a free shuttle bus from Potters Bar station for the 10-minute journey to campus. You may be required on occasion to work at our Camden Campus.

Following initial induction weeks, the University operates a hybrid working approach for many roles and there is the opportunity for the role holder of this post to work a proportion of the week at home.

Right to Work

The position is subject to your eligibility to work in the UK. If successful, you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met.

Pension

The post is superannuable under the Universities Superannuation Scheme (USS).

Holiday

The annual leave entitlement is 30 working days per annum, plus Bank Holidays and concessionary days offered over the Christmas closure period (usually four days) between Christmas and New Year. All holiday is to be taken at a time agreed in consultation with your line manager.

Health & Safety

The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to a satisfactory Occupational Health Assessment to be carried out by the University's Occupational Health Service.

The RVC has a "no smoking" policy. Smoking is only permitted in certain designated areas of the RVC campus.

HOW TO APPLY

To apply for this vacancy and apply on line, please visit our website www.rvc.ac.uk

The closing date for this role is midnight on Sunday 16th November 2025.

Interviews are likely to be held at end of November/early December 2025.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision-making process.

