Job Title: Equality and Diversity Data Analyst
Department / Unit: Organisational Development and Diversity (ODD) in HR
Job type: Fixed term part-time (0.2 FTE)
Grade: Grade 6
Accountable to: Equality and Diversity Officer
Accountable for: n/a

Purpose of the Post

The role sits within the Organisational Development and Diversity (ODD) team in the HR department at Royal Holloway University of London. The ODD team works in partnership with departments to champion personal, professional and organisational development. Part of the team is dedicated to enhancing equality of opportunity and promoting respect for diversity within the College.

The post holder will make a significant contribution to the team’s E&D work, by supporting them in the organisation, analysis and presentation of E&D data which will be used for external accreditations.

The successful candidate will have good communication skills, the ability to form effective working relations with colleagues across the College and work independently. Previous experience in an E&D data analysis role is essential.

Key Tasks

Assist the ODD team and departments with Athena SWAN and Race Equality Charter Mark applications by analysing internal data sets and providing Tables and graphs as required.

Work with the HR Systems team to develop a comprehensive data file to use for efficient staff data analysis.

Work with the planning and performance analyst within the Strategic Planning and Change department as required to provide guidance relating to E&D student data collation and analysis.
**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:
- The HR Systems team within HR;
- the Strategic Planning and Change Department;
- HESA;
- Advance HE.