



St George's, University of London

Registry

Student Systems and Data Officer

Ref: 957-23

JOB DESCRIPTION

Post Title	Student Systems and Data Officer
Grade	SGUL 5
Contract type	Fixed 2-year contract with the intention to apply for a permanent role
Responsible to	Senior Systems and Data Officer
Accountable to	Academic Registrar
Responsible for	n/a
Liaises with	Senior Systems and Data Officer, SITS Developer, Corporate Information Systems (CIS) notably the Senior Business Applications Developer, Registry and Faculty admin staff.

Overall purpose of job

The Student Systems and Data Officer has responsibility for the accuracy and completeness of student data on St George's student record system. This includes providing a reporting service to colleagues within the University and contributing to the development of the student records system.

1. Main Duties and Responsibilities

1. To ensure the accuracy of the academic model set up on SITS including the creation of new courses.
2. To be responsible along with Senior Systems and Data Officer for the maintenance of annual updates to the student record systems. This includes the creation of the core academic year and period records and updating systems parameters.



3. To ensure the accuracy and reliability of St George's student records, in particular, to ensure student enrolment status is up-to-date and that enrolment data is fully captured on the student record system.
4. To assist the Senior Systems and Data Officer in the development and implementation of quality assurances procedures for the data held on the Student Record.
5. To assess the impact of any system upgrades on existing core functionality and to advise senior staff proactively on any changes.
6. To action student course transfers, interruptions of studies, withdrawals et al on the student record system after receipt of the appropriate documentation.
7. To ensure that the use of the student record system complies with the Data Protection Act/GDPR and St George's notification to the Data Protection Commissioner, and to prepare any response to student requests for disclosure of personal data under the Data Protection Act/GDPR.
8. To prepare data and statements in response to Freedom of Information requests pertaining to the student record system or data held on it.
9. To assist the Senior Systems and Data Officer in the development of automated tasks on the web portal e:Vision.
10. In collaboration with the Academic Registrar and colleagues within the team identify areas for development and further implementation of the student record system (SITS) and to plan for and implement this development to agreed project plans.

General

1. To contribute to the development of the Student Systems team.
2. To write and maintain documentation relating to the duties of the post and to provide training to other members of the team.
3. To commit to own personal and professional development.
4. To undertake such other duties appropriate to the grading of the post as may be assigned from time-to-time by the Assistant Registrar in the light of changing circumstances and the requirements of the Registry and St George's.

It is expected that staff working at St George's, University of London will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. St George's, University of London aims



to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	A first degree or equivalent qualification/experience. (A candidate without a first degree will need to demonstrate in her/his application the equivalence of the experience and qualities that they would bring to the role.)	E	PQ/AF
Experience	Experience of working with and maintaining records in large databases	E	SS1 , INT
	Experience of working in a higher education environment in a student records related capacity	D	AF/INT
	Experience of the SITS student record system	D	AF/INT
	Experience and an excellent understanding of the student lifecycle, in particular key administrative points within the academic year	D	AF/INT
	Experience of analysing data and producing reports	E	SS2 , INT
Knowledge/ Skills	Knowledge of the requirements of OfS and HESA in relation to student records	D	INT
	Knowledge of higher education and the current environment for higher education in the UK	D	AF/INT
	Knowledge of and the ability to set up quality assurance processes	D	AF/INT
Personal Attributes	Ability to work consistently to a high level of detail	E	SS3 , INT
	Ability to prioritise work and to meet strict and often overlapping deadlines	E	SS4 , INT

	Ability to successfully work as a member of a team	E	SS5 , INT
	Excellent numeracy and a good grasp of statistics	E	AF/ST/INT
	Excellent IT skills, ability to use spreadsheet software to an intermediate level alongside analytical and reporting tools	E	AF/ST/INT
	Ability to communicate effectively with a range of customers, colleagues and external agencies including technical information	E	AF/ST/INT
	Experience of developing services and/or processes to improve effectiveness and efficiency of systems	D	AF/INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

2. Date

June 2023



About us

Welcome to St George's, University of London, the UK's only university dedicated to medical and health sciences education, training and research. Our distinctiveness is based on our exclusive focus on health sciences and medicine and we strive to bring an innovative and collaborative approach to all we do. We have more than 250 years of excellence and innovation in research and education resulting in ground breaking advances in medicine and healthcare. Our alumni include Edward Jenner, John Hunter, Muriel Powell and Patrick Steptoe.

Our three research institutes, Molecular and Clinical Sciences, Infection and Immunity and Population Health, focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, noncommunicable diseases and infection - three of the greatest challenges to global health in the 21st century. In the Research Excellence Framework (REF) 2021, St. George's, University of London ranked equal 8th of 129 universities for impact and the University nearly doubled the number of outputs which were ranked as world leading (4*) compared to the REF2014. In addition, we submitted a 94% increase in staff (versus a national average increase of 46%), which reflects our increasing academic strength.

Our Institute of Medical and Biomedical Education focuses on our taught courses comprising undergraduate and postgraduate medical and biomedical programmes and our allied health courses including healthcare practice, radiography, paramedic science, physiotherapy and occupational therapy. It includes academic staff from diverse disciplinary backgrounds and identities who are engaged in teaching and research, and several specialist educational and operational professional services and technical staff who support education and the student experience.

Our values keep St George's, University of London striving to deliver its mission and demonstrate how we aspire to CARE for ourselves and others:

- Collaboration - We work as a community and engage external partners to deliver our mission.
- Ambition - We strive to achieve the best for ourselves and others, responding dynamically to new challenges.
- Respect - We are open-minded, listening to others and valuing different perspectives.
- Equity - We are inclusive, tackling inequity in all its forms.

The diversity of the people within our community at St George's, University of London is one of our strengths. The university benefits hugely from the range of perspectives that come from the different backgrounds, opinions and beliefs of our staff and students and, in recognising that, we want to put our approach to diversity and inclusion firmly at our core. More information about St George's, University of London can be found at www.sgul.ac.uk.

For information, St George's, University of London and City, University of London have agreed to progress discussions about a potential merger.



St George's, University of London currently offers a range of employee benefits:

Salary: **£33,061** pa, including London Allowance (pro-rated for part-time staff). The salary range for SGUL 5 is **£33,061 - £32,140 £39,480 including** London Allowance, but appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 32 days per annum. Plus, eight UK public holidays and three days when St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by St George's, University of London staff.

Within walking distance from the University is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers SGUL staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).

Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.



Informal enquiries

Informal enquiries may be made via email to: jdaniels@sgul.ac.uk

Making an application

All applicants are encouraged to apply online at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **15 October 2023**

Interview date will be on 23 or 30 October 2023. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **957-23-R**

We are delighted that you are interested in working at St George's, University of London. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

