Data Officer
Further Particulars

Job Title: Data Officer

Hours: 37.5 hours per week full-time.

Grade/Salary: £31,502 to £37,386 (grade 6)

Contract type: Fixed Term (18 months). This post would be an ideal secondment opportunity for candidates working in the University seeking Oxford College experience.

Responsible to: The Bursar

Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students. There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.
Like all colleges of the University, Harris Manchester is independent and self-governing under a Royal Charter. The Governing Body comprises the Principal and a number of Fellows, most of whom hold academic posts in the College or University.

Colleges of the University:
- select and admit undergraduate students, for whose tutorial teaching they are responsible, and select postgraduate students after they are admitted by the University;
- provide accommodation, meals, common rooms, libraries, sports and social facilities, and pastoral care for their students;
- employ academic postholders (often in a joint arrangement with the University) to undertake research and teaching;
- manage their own finances, estates and staffing operations as independent charities, while working in close collaboration with other colleges and the University.

This is an exciting time to join the College, which is currently updating its medium-term strategy, having reviewed and refined its goals and aspirations.

The Data Officer will have an opportunity to make a real difference to the College's immediate and long-term development and success.

For further information on Harris Manchester, please visit the College website at http://www.hmc.ox.ac.uk

Unlike other colleges, Harris Manchester College has not maintained regular contact with all its alumni in recent years or approached them to consider supporting its activities, financially or otherwise, and, given the benefits of so doing to the College, current students and alumni, now wishes to do so. As the next step and in accordance with its policies in this regard, it wishes to collate all the information which it holds electronically and in hard copy about its alumni and establish a comprehensive and accurate database to enable future communication. Given that this data may be incomplete, it also wishes to establish initiatives to ascertain contact details and other information about alumni for whom it does not have any records. This will include asking alumni with whom the college is in contact to help in this process.

The creation of a more accurate database will enable the postholder to organize and run the first annual fund campaign by the college.
Overview of the Post

The Development and Alumni Relations Systems (DARS) is a suite of CRM applications which is managed by the University, and which is used to manage data in support of the alumni relations and development (fundraising) objectives across the collegiate university. These include Blackbaud CRM, Blackbaud Internet Services and Tableau visual analysis. There is a user community of over 500 staff and 79 sites (including central fundraising and alumni relations teams, colleges, departments, galleries and museums). There is an on-going programme to migrate further users onto DARS.

As with other Oxford colleges, DARS is used by Harris Manchester College to maintain relevant alumni information in accordance with its data retention and other policies. However, the current data held on DARS requires updating and validating to ensure the college holds accurate information, which is also compliant with its policies and the wishes of its alumni.

The post holder will work alongside the Development Manager to validate and update the existing data held in DARS for Harris Manchester College alumni. In addition, the post holder will lead a data migration project to transfer accumulated offline data onto DARS. Finally, the postholder will be responsible for setting up and implementing initiatives to identify alumni for whom the college has no records. The resultant data will be used to manage the relationship with these individuals moving forward.

The revised data in DARS will also underpin the College’s first annual fund campaign, which the postholder will help to support alongside Development Manager.

The role has very specific objectives, primarily relating to contactable alumni. These will be reviewed regularly by their line manager.

Key Responsibilities & Duties

On appointment

- Obtain a clear understanding of the ethos of the college.
- If not already known, obtain a thorough understanding of DARS.
- Understand fully all the policies of the College and, in particular, those relating to the role.
- Obtain a clear understanding of the offline records held by the college about all alumni.
- Build a working relationship with those college staff who can assist with the fulfilment of the role.

Data Entry and Management

- Validate existing data in the DARS system relating to Harris Manchester College alumni. This will involve developing with the Development Manager a process for data quality checks.
- Transfer accumulated offline data on to DARS, ensuring that cases of duplicate or inconsistent data are resolved effectively. This will require a methodical approach and a high degree of accuracy.
- Develop initiatives to identify alumni for whom the college has no contact or other information for discussion with and approval from the Bursar and the Development Manager. Be responsible for
leading on those approved initiatives and for recording contact and other information successfully obtained. Ensure event attendance data on DARS is correctly catalogued and ‘tagged’.

- Record University clearance request responses accurately within DARS for reporting purposes.
- Ensure that data is handled in strict accordance with GDPR requirements maintaining confidentiality at all times.

**Annual Fund Campaign**

- With the approval of the Principal (who is also the Development Director) and the Bursar and with guidance from the Development Manager, support the College’s first annual fund campaign.

**Other Duties**

- Keep abreast of GDPR regulations.
- When required, support the Principal by providing information about potential donors.
- Where requested by the Bursar, assist the Development Manager with alumni and development related events which may involve working in the evening and at weekends.
- Assist with converting Development Office paper records into electronic format.
- The post holder may be required to undertake other duties as reasonably requested by the Bursar.

In execution of these roles and responsibilities, the post holder will, at all times:

- Comply with the college’s policies and procedures, including those relating to purchasing and financial procedure.
- Abide by local rules and codes of practice with regard to Health and Safety.
- Work with absolute discretion and confidentiality when dealing with personal data or information.
Selection criteria

Essential selection criteria

1. Proven experience of working with medium/large data sets.
2. Familiarity with modern database and information system technologies, as well as Microsoft Software including Teams and Forms.
3. An ability to work independently in order to deliver agreed deliverables to deadline.
4. Exceptional accuracy and attention to detail
5. A positive attitude and strong communication skills.
6. An understanding of GDPR with respect to the processing of personal data.

Desirable selection criteria

1. Knowledge of DARS, Raiser’s Edge or other fundraising and constituent relationship management (CRM) database systems.
2. Experience of project managing system and data migrations.
3. Experience of working with data in fundraising context.
4. Experience of working in Higher Education.

Appointment Procedure

To apply please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience and qualifications meet the criteria for the post. Please also provide the details of two referees.

The above should be submitted by email to the kate.wilson@hmc.ox.ac.uk by 12 noon on the application deadline of XXXX.

Benefits and conditions

1. Salary in the range of £31,502 to £37,386 pa (grade 6)
2. Working hours are 37.5 hours per week, with standard hours being worked Monday to Friday. The post-holder will need to have a flexible approach to working hours during busy periods and occasional weekend working may be required for which time off in lieu will be granted.
3. Free meals when on duty
4. Pension: You will have the option of joining a contributory staff pension scheme (Pensions Trust).
5. Annual leave: 30 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter, the remainder to be taken at a mutually agreed time, but normally outside of term time.

Important information for candidates

Data Privacy
Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College’s data protection policy [harris-manchester-college-policy-data-protectionpdf](ox.ac.uk).

Equal Opportunity
Harris Manchester College is an Equal Opportunities Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Right to work in the UK
The appointment will be subject to the satisfactory completion of provision of proof of the right to work in the UK.