

Unison Manchester University Healthcare Branch is recruiting to the new role of Data Processor/Cleansing Officer.

As a membership organisation, updating and cleansing personal data is a core principal for Unison and maintaining accurate membership records is key to all aspects of our work.

Data cleansing and updating membership records is a huge task in a Branch with membership numbers like ours so we are looking to employ a Data Processor to concentrate solely on data cleansing.

The role is initially for six months and on a full time basis – 37.5 hours per week (flexible). The salary is in line with Unison's pay scale for admin staff which would be £23,400 per annum (pro rata)

### **Key tasks and responsibilities**

To produce error reports using Unison's software system  
Identify gaps and missing information in individual membership records  
To contact members using the most appropriate method to collate the missing information  
To update individual membership records with the correct personal details

### **Data Processor/Cleansing Officer Skills and Person Specification**

You will be using Unison's membership software system – WARMs. The training for this software programme is via e-learning but there will be Branch support available. The successful candidate will also be expected to undertake Unison's GDPR e-learning module prior to starting in post.

The data processor role is a very detail-oriented job involving many repetitive duties. The successful candidate will need to be highly organised and motivated to work independently with minimal supervision.

### **The successful candidate will have:**

Excellent computer skills and advanced knowledge of MS Word Excel  
A good command of English  
Strong communication skills

If you think you would be suitable for this role please send your application electronically to [denise.fullaway@mft.nhs.uk](mailto:denise.fullaway@mft.nhs.uk) or via post to Unison Branch Office, 2<sup>nd</sup> Floor, Ledson Road, Manchester M23 9GP

The deadline date for receiving applications is 5pm on Monday 29<sup>th</sup> January 2024.