

Research and Data Analyst

About the role

University Alliance (UA) are looking for an experienced, enthusiastic and highly organised analyst to play a key role in providing research and data support to a small but energetic team.

The purpose of the role is to help ensure University Alliance's work is as evidence-based as possible. The postholder will provide a range of quantitative and qualitative research support primarily to the policy team, but also across the wider organisation.

This is a new part-time role, and the post holder will need to be capable of working both independently and collaboratively within a small team. The role offers the post holder the opportunity to work their hours flexibly across the working week either in UA's touchdown space or at home.

The role would suit a self-starter with excellent research skills, with a particular emphasis on statistical analysis. Experience of using data and evidence to influence policy, and higher education policy in particular, would be highly desirable.

Main responsibilities

- Analyse regular sector statistical releases and other key reports
- Provide a range of desk-based research support for key projects, including literature reviews, briefing papers, published reports and press reports
- Design, populate and maintain databases including UA member statistics, ensuring quality and relevance of data
- Gather case studies from UA members and other key stakeholders
- Provide core evidence for policy team submissions and reports
- Support data and evidence collection for a range of projects

Undertake a range of other appropriate tasks as directed by line manager or CEO.

About University Alliance

University Alliance is a mission group within the higher education sector, representing and supporting large to mid-sized, world-leading civic universities with a professional, technical, and vocational focus with strong links to business and the public sector services. With excellent links with decision-makers in government at all levels, we are committed to being an effective and powerful voice of professional and technical universities.

- We are a forward thinking and values-driven organisation
- Generous holiday allowance and pension scheme

- Based in UA's Central London touchdown space (subject to change depending on government guidelines), but flexibility to work from home for part of the working week

Our values

- We are passionate about what we do and ambitious to achieve excellence across our mission.
- We are collaborative, open minded and entrepreneurial – willing to consider new ideas, work with partners and to innovate.
- We provide opportunity for all, embrace diversity, and work openly, honestly and constructively for the good of UK higher education.

Our areas of work

- We advocate for our members as world-leaders in providing technical, professional and vocational higher education in the UK.
- We work with our members on collective policy development and campaign formation, championing the many benefits of Alliance universities across key audiences and influencers.
- We search for innovative solutions to the issues facing professional and technical universities, working to influence decision-makers and shape the policy landscape to create the best conditions for our members.
- We facilitate networks for professional and academic staff to collaborate and share expertise.
- Through our Doctoral Training Alliance programme, we unlock funding and partnership opportunities for universities and students in applied research and teaching excellence

To find out more about University Alliance, our work and our members, visit www.unialliance.ac.uk

Terms and Conditions:

University Alliance staff benefit from generous terms and conditions including 25 days annual leave (or pro rata for a part time appointment) plus standard public holidays and additional concessionary days, flexible working practices, pension scheme and life cover.

University Alliance values diversity and is an equal opportunities employer. We actively encourage applications from people from diverse background.

Principal location of work:

University Alliance operates an agile working model where staff have the option to work the majority of the week remotely with access to a ‘touchdown’ space on one of the campuses of our member universities (Coventry University’s London campus) for times when physical presence is required or preferred for performing job roles. (subject to change depending on government guidelines)

The touchdown space is a modern, secure, bright, roomy shared spaced predominantly for the use of Coventry University’s student alumni and enterprise students. The space is not a traditional office space, it operates a clear desk space with Wi-Fi and access to printing facilities and its primary use is for collaborative working with colleagues across the organisation. We also have access to a room booking system for meetings and tea and coffee making facilities.

Line manager: Head of Policy

Probation period: 6 months

Starting salary: £30,000 to £35,000 p.a. pro rata for part-time and dependent on skills and experience

Hours: Part-time (15 hrs per week) – flexible working pattern across the working week to be agreed with the line manager

Contract type: 12-month fixed term contract, 0.4 FTE

Application process:

To apply, please review the job description and apply via an email with the subject line:

Research and Data Analyst to info@unialliance.ac.uk

- 1) An up-to-date CV of no more than two sides of A4.
- 2) A cover letter of no more than two sides of A4 addressing why you are interested in working for University Alliance and how your knowledge, skills and experience meets the requirements of the role.

Please also mention where you saw the job advertised.

Closing date: 11.59pm Monday 9th August 2021

Interview date: Interviews via MS Teams

First interview W/c 16th August 2021

Second interview W/c 23rd August 2021

Person specification

Specification	Essential	Desirable
1. Education /Training		High Standard of academic qualification to degree level, or equivalent experience
2. Relevant Experience	<ul style="list-style-type: none"> • Excellent quantitative and qualitative research skills and experience of using a range of research techniques • Proven project management skills and experience of designing, managing and delivering high quality projects on time and budget 	
3. Relevant Skills	<ul style="list-style-type: none"> • Excellent written, oral communication and presentation skills in a range of formats (briefings, reports, case studies and presentations) • Excellent interpersonal skills and the ability to work independently and flexibly as part of a small team in a fast-moving environment • Excellent IT skills, including knowledge of MS Office and Excel 	<ul style="list-style-type: none"> • Understanding of how to utilise data and evidence to influence policy • Knowledge and understanding of higher education issues in the UK • Knowledge of higher education datasets
4. Personal qualities	<ul style="list-style-type: none"> • Work quickly and accurately to tight deadlines • Ability to learn and use a variety of data collection systems • A self-starter who is able to work independently as well as collaboratively as part of team/project 	
5. Other		Willingness to travel to attend meetings and events as required (when COVID restrictions allow)