

## **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 Central London, but flexibility to work from home for part of the working week (subject to change depending on government COVID guidelines)

**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](http://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.

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

**Line manager:** Head of Policy

**Probation period:** 6 months

**Starting salary:** Circa £30,000 p.a. (pro rata for part-time)

**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:**

Please submit the following:

- 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.

**Application Deadline:** 11.59pm Sunday 4 July 2021

Please submit your application to [info@unialliance.ac.uk](mailto:info@unialliance.ac.uk) with the subject – 'Research and Data Analyst' as soon as possible to avoid disappointment as we reserve the right to close the vacancy prior to the closing date.

If you have not heard from us within 28 days of the closing date, please consider that you have not been successful at shortlisting stage.

**Interview:** Interviews via MS Teams

First interview Friday 9<sup>th</sup> July 2021

Second interview Wednesday 14<sup>th</sup> or Thursday 15<sup>th</sup> July 2021

The selection process will include an interview, and a task to be confirmed on invitation to interview.

We would be happy to arrange for an informal chat about the role, please contact [info@unialliance.ac.uk](mailto:info@unialliance.ac.uk)

**Person specification**

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