**Graduate Internship Programme – Job Description**

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| **Job title** | Research Analyst (PLAN1) |
| **School / Department** | Strategic Planning |
| **Line manager who the intern will report to** | Charles Dallal |
| **Is this role hybrid working or permanently onsite at UWL?** | Hybrid Working |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| An excellent opportunity for a data-minded individual to gain real-world experience in a fast-paced analytical environment and to gain a deeper understanding of the higher education sector. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.The post is to provide support for ongoing research projects in the Strategic Planning department.The post-holder will assist with the planning and coordination of research studies and will be involved in data collection, analysis, and support for some of the administrative aspects of the research e.g., preparation and distribution of research materials.Graduate Interns will be supported throughout their internship with a programme of development and evaluation.  |

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| **What you will gain from this internship** |
| * The postholder will gain experience working on an end-to-end analytics project that will directly impact the experience of current and future students at UWL
* Experience of working in a fast-paced and centrally located business function with a wide range of stakeholders
* Real-world experience in translating data into actionable insight
* Experience in utilising different tools and software to perform data analysis
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| **Key areas of responsibility** |
| * Contribute to the design, analysis, and evaluation of an end-to-end data project
* Support the Senior Data & Insight Analyst in carrying out appropriate ad hoc analysis and evaluation on a wide range of relevant and often complex sources of data and producing appropriate reports and recommendations
* Support the wider team with data validation and quality checks, liaising with colleagues in different departments where appropriate
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| **Skills/knowledge required** |
| * Experience of analysing and interpreting large data sets
* Experience in using software to analyse different datasets e.g. Excel, PowerBI, Tableau, SPSS or related software
* High degree of accuracy and attention to detail
* Proven organisational skills with the ability to multi-task multiple pieces of work and projects at the same time
* Excellent communication skills (both orally and in writing) with the ability to express ideas clearly
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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024