

Q-STEP SUMMER INTERNSHIPS 2020

Ref #09: UoMQStep 2020 Equality, Diversity & Inclusion Office - Postgraduate Student Diversity

Organisation Profile

The University of Manchester

Equality, Diversity and Inclusion Office

G.035 John Owens Building, Oxford Road,
Manchester M13 9PL

Selection Method

Written CV & cover letter followed by an interview with a presentation with EDI team either on campus or remotely.

Project Outline

This placement offers an opportunity to work at a leading research intensive University, conducting data analysis that will help to promote equality, inform policy and shape recruitment strategy. The research will involve analysing the postgraduate student population especially PhD and other postgraduate research students. The project's main aim is to identify trends in recruitment of postgraduate students across protected characteristics: gender, ethnicity, disability, age, sexual orientation, religion and gender identity. The student will gain experience of working with large scale dataset; how to apply a range of analytical techniques to explore, visualise, benchmark and model recruitment trends.

Application Criteria

Essential:

- Interest in Equality, Diversity and Inclusion issues.
- Computer literate with knowledge of Access, Excel, Word and MS Outlook.
- Experience of working with large datasets.
- Excellent numeracy skills and the ability to use initiative.
- Excellent attention to detail and a high degree of accuracy.
- Excellent organisational and time management skills with the ability to prioritise work in a busy environment and meet strict deadlines.
- Good communication skills with the ability to communicate clearly and effectively both orally and in writing.

Desirable

- An interest in data visualisation and/or experience in using data visualisation tools (e.g. PowerBI and Tableau).
- An interest in quantitative analysis.
- Experience of statistical software packages (e.g. SPSS or R)
- An understanding of current issues across the HE Education Sector.

Q-STEP SUMMER INTERNSHIPS 2020

Ref #09: UoMStep 2020 Equality, Diversity & Inclusion Office - Postgraduate Student Diversity

Key Words

Gender	Visualisation	
Inclusion	Ethnicity	Policy
Equality	Diversity	
Pipeline	Progression	Data
Postgraduate	Analysis	

Support and Training

The student will receive a high level of supervisor assistance from the Data Analyst within the Equality, Diversity and Inclusion team will work within a supportive team. We will provide an environment that a student can learn a range of quantitative research and professional skills in a higher education setting such as agile project management. It is a great opportunity to learn how evidence-based policy is being developed within a large organisation as well as contribute to the strategic direction of the University of Manchester.

Supporting Information

The intern will have an opportunity to learn the following skills:

- Project management (Agile)
- Data exploration
- Transforming data
- Visualising data
- Digital team collaboration
- Understanding policy and the data landscape (in Higher Education context)

These skills are recognised by Higher Education Agency and Jisc Community as essential data analyst/ business intelligence professional. Therefore, the placement is a very good preparation of entering the labour market.

The intern will have to pass Data Protection training.

No financial support is provided by the organisation.