University of Manchester Q-Step Summer Project 2018:

Ref: #28 UoMQStep 2018 Equality and Diversity in Undergraduate Recruitment

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Organisation name: The University of Manchester

Team/Department: Equality, Diversity and Inclusion Division (Centre of Expertise in Human Resources)

Address: John Owens Building, Oxford Road, Manchester, M13 9PL

Project title: Equality and Diversity trends in undergraduate recruitment at The University of Manchester

Abstract: This placement offers an opportunity to work at a leading research intensive University, conducting data analysis that will help to inform policy and shape recruitment strategy. The University of Manchester is committed to equality and works to ensure that students from all backgrounds are fairly represented. The research will involve analysing the most recent student population data, and identifying trends and patterns in recruitment across a range of variables, such as socio-economic background, ethnicity and gender. The student will gain experience of working with large scale datasets and applying a range of statistical techniques to forecast and model recruitment trends. The placement is suited to anyone looking to develop their Excel skills, statistical knowledge and report writing skills, and who has a keen interest in matters of equality and diversity.

Data sources: Higher Education Statistics Agency (HESA) student records, 1st December student snapshot data, UCAS admissions data, POLAR and ACORN postcode datasets.

Key words: Higher Education, undergraduate recruitment, data trends, equal access, diversity, Widening Participation, statistical modelling

Essential and desirable skills:

Essential skills: Computer literacy with knowledge of Access, Excel, Word and MS Outlook; experience of working with large datasets; excellent numeracy skills; ability to use initiative; excellent attention to detail and high degree of accuracy; organisational/time management skills; good communication skills.

Desirable skills: An interest in quantitative analysis and data management; experience of statistical software packages (e.g. SPSS or R); an understanding of current issues across the Higher Education sector.

Where the work will be carried out: The student will be based in the Equality and Diversity Office at the University of Manchester for 8 weeks during July and August. Working hours are 9.00am – 5.00pm, Monday to Friday.

Preferred selection method: Interview at the University of Manchester.

Support and training offered by the organisation:

The student will receive a high level of supervisor assistance from the Data Analyst within Equality and Diversity, and will work within a supportive team. They will also work closely with and receive support from colleagues in the Directorate of Planning. We will provide an environment that a student can learn a range of quantitative research and professional skills in a higher education setting.

Supporting information:

The student will have the opportunity to disseminate findings through the relevant meetings and working groups and to senior staff members.

Financial assistance offered by the organisation:

The University will cover any additional expenses incurred throughout the placement.