



Data Fellowship Project 2023

Business Engagement & Knowledge Exchange (BE&KE) Analyst Intern

Organisation and Team

BE&KE – Business Information Team

Selection Method

CV and a Cover Letter.

Interview to follow for shortlisted candidates.

Application Criteria

Essential:

- Ability to effectively summarise information and present key elements.
- Demonstrates an ability to work in a team environment.
- Computer literate with experience working with Excel, Word, MS Outlook.
- Good communication skills.
- Excellent attention to detail and a high degree of accuracy.

Desirable:

- Experience of presenting information in visually engaging formats.
- An interest in higher education administration and communication of academic research into real-world impact.

Project Outline

This role will primarily support our activity in understanding and monitoring Equality Diversity & Inclusion across the University's portfolio of Knowledge Exchange, and will contribute to the team's objectives in improving the visualisation, reporting and dissemination of key insights.

The post holder will be responsible for liaising with colleagues from across the Business Engagement and Knowledge Exchange teams, to gain an understanding of the knowledge exchange landscape, define the relevant EDI metrics, and generate baseline data to inform gaps and areas for improvement.

This role will require the analysis of existing and new datasets and the use of tools such as Power BI to present the information in a comprehensive way to senior stakeholders. It will also give the post holder the opportunity to develop their analytical and presentation skills, and gain understanding about University processes when collaborating with businesses.



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Practical Considerations

The Business engagement and Knowledge Exchange team currently works according to a hybrid model.

Teams are expected to work within category 3 of the University **Hybrid Working Framework** and to be on campus for at least one set team day every week within those three days. Staff are also expected to attend campus for in-person meetings or events on other days as required.

Support and Training

The intern will be supported in the project by the Business Information Officer and Business Information Manager through regular meetings.

Power BI knowledge is not required but access to online training is available.

There will be also opportunities to engage with colleagues with different backgrounds and experience, including data analysts working on different areas across the University.

Supporting Information

The Business Engagement and Knowledge Exchange Team (BE&KE) is responsible for the development and management of University partnerships with businesses large and small.

The Business Information sub-team, where this project is based, contributes to the visualisation and reporting of information aligned to institutional innovation strategy and knowledge exchange.