

# Recruitment Pack

Student Data Analyst

February 2025

Dear Candidate,

Thank you for taking an interest in this role with us at University of Leicester Students' Union.

As an independent charity representing 19,000+ students, we provide a host of services and opportunities to inspire, represent, support and entertain the students of the University of Leicester.

Our mission is to be an empowering, innovative and inclusive student-led Union; championing their interests and providing a home away from home

This role is within our Data and Insight team who are situated in the Percy Gee Building. As a team we have succeeded in analysing and reporting key findings from surveying, as well as other sources of data to help align our strategy and embed decision making that is led by data.

The following pages contain all of the relevant information in regards to the role summary and our recruitment process. Please ensure you check the deadline and return your application within this timeframe.

If you have any questions please email [SU-HR@leicester.ac.uk](mailto:SU-HR@leicester.ac.uk)

We wish you the best of luck with your application.

Kind regards

Graham Pickering

Data and Insight Manager

# Application Process

## Personal Specification

The Person Specification is the list of criteria or requirements needed to be successful in the role. To be shortlisted you have to fulfil each of the essential tick boxes. You can demonstrate your abilities by giving examples of previous experience and skills that you believe are transferable. Pinpointing relevant experience and explaining them in your Cover Letter will be valued to your application.

## Completing your application

To apply for this position please send an up to date copy of your CV and a covering letter, to [SU-Vacancies@leicester.ac.uk](mailto:SU-Vacancies@leicester.ac.uk), explaining how your experience and skill-set makes you the best candidate for the position.

In your email, please include the Job Title you are applying for and be sure to submit your application before the stated deadline.

## Shortlisting

All applications will be gathered by our HR department and then sent to the recruiting manager to review. The applications will also be sent to the recruitment panel for discussion. Candidates who meet the criteria are shortlisted for an interview.

## Interviews

The interview panel will consist of 2-3 members of staff in the relevant department, who will ask competency based questions on the specific needs of the role identified in the job description and person specification. For some roles, you may be asked to complete a task or presentation. If you are required to complete a task, you will be informed ahead of time. Ideally, you will have 7 days to prepare for you interview.

If you are unable to attend the interview, please inform us immediately so we can try to accommodate another date. Please keep in mind this is not always possible.

# Job Description

Under the direction of the Data and Insight Manager, the role will play an important part in our organisational shift to data-driven decision making, striving to use data to inform the Union's operational plans, the new strategy and to better understand our impact on students and underrepresented groups.

## Responsibilities Include:

- Understand business needs and identify required data.
- Use relevant tools to manage, clean, query, and analyse data securely.
- Maintain documentation for implemented processes and technologies.
- Collaborate with teams to understand useful information and key business issues.
- Use data visualization tools (e.g., Microsoft Power BI) to present data.
- Create user-friendly dashboards to highlight patterns and summarize data.
- Translate complex data into clear, understandable narratives.
- Ensure secure data handling and prevent breaches or losses.
- Develop techniques for accurate and legitimate data collection.
- Collaborate on secure procedures for data lifecycle management (capturing, archiving, and destroying data).
- Share information dashboards and reports with stakeholders, in compliance with GDPR and data protection guidelines.
- Work independently while aligning with organizational priorities.
- Provide training, guidance, and support for staff to engage with data effectively.

# Person Specification

Description	Essential	Desirable	Assessment
<b>Qualifications and Experience</b>			
Be a current student at the University of Leicester	x		
Experience of analysing data to solve business problems or questions	x		Assessment or Interview
Experience of managing and utilising large volumes of data, working with various SaaS platforms, databases and reporting systems	x		Assessment or Interview
Experience of creating usable and effective visualisations of information (e.g. dashboards)	x		Assessment or Interview
Experience of developing and implementing procedures for effective handling and management of data		x	Assessment or Interview
Proficient in the use of Microsoft Office packages, including Outlook, and able to learn new software packages	x		Assessment or Interview
<b>Knowledge and Skills</b>			
Good understanding of the data analysis process and be able to apply this to projects; ask, prepare, process, analyse, share, act	x		Assessment or Interview
Good understanding of data administration and management functions (collection, organisation, analysis, etc)	x		Assessment or Interview
Experience of building dashboards capable of simplifying and visualising large data sets specifically using PowerBI to support decision making	x		Assessment or Interview
Good understanding of GDPR, data security and ethical data management	x		Assessment or Interview
Excellent communication skills; able to communicate to staff across the organisation	x		Assessment or Interview
Strong data design and organisation skills	x		Assessment or Interview
Ability to understand context and spot meaningful patterns or correlations	x		Assessment or Interview
Able to work independently and effectively manage workload	x		Assessment or Interview
Strong IT skills	x		Assessment or Interview
Ability to use a technical mindset to break down complex problems or tasks	x		Assessment or Interview
Good understanding of processes for secure retention and deletion of data		x	Assessment or Interview
Understanding and familiarity of using SQL to query large datasets		x	Assessment or Interview

A creative approach to problem-solving		x	Assessment or Interview
Big picture and detail-oriented thinking; able to look at the complete puzzle and understand strategy		x	Assessment or Interview
<b>Personal Attributes</b>			
Seek to understand business problems and questions, asking questions and being inquisitive	x		Assessment or Interview
Self-motivated – driven to explore and understand	x		Assessment or Interview
A curious nature to ask questions and learn from data and information	x		Assessment or Interview
A strong interest in data analysis and data-driven decision making	x		Assessment or Interview
An open-minded approach when using data to answer questions or solve problems	x		Assessment or Interview
Attention to detail and accuracy	x		Assessment or Interview
Able to work collaboratively with colleagues	x		Assessment or Interview
Confidence to seek help when needed	x		Assessment or Interview

## Details

Salary:	£12 per hour
Hours of work:	10 hours per week, usually between 9am and 5pm.
Location:	Percy Gee Building, University Road.
Contract:	Temporary until May 2025
Reports to:	Data and Insight Manager

## Deadlines

Applications Open:	03/02/2025
Applications Close:	10/02/2025
Interviews:	TBC