Role Profile

Role title:	Data Analyst (Power BI)
Salary:	£13.45 per hour + holiday pay
Full/Part Time:	Part-Time
Contract term:	Zero Hours, Fixed-Term until July 2027
Accountable to:	Data Analyst Supervisor & Insight Coordinator
Hours:	Approximately 2-10 hours per week during term-time
Location:	Usually located at the main Students' Union Building / with an option to work hours remotely
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK at the start of employment and a current student at either UoM, MMU or UoS
Benefits:	We offer a great range of benefits. You can see them here.

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing to support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 4 Directors and 6 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that here. All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values. Our values are

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression

- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on our website.

Role Overview

As a **Data Analyst (Power BI)** at the University of Manchester Students' Union, you will play a key role in shaping the future of the student experience by supporting the Research and Insight Team in analysing and visualising data using Power BI, Excel, Power Query and DAX. Your work will be instrumental in providing data-driven insights that inform critical decisions, enhance Union campaigns, and improve student services.

Your primary responsibility will be to design and build interactive dashboards using PowerBI to make complex data easily accessible and understandable for internal stakeholders. Whether it's feedback from the freshers' campaign, insights into the cost-of-living challenges students face, or results from our satisfaction surveys, your visualisations will allow decision-makers to quickly assess the needs of our student body and take action accordingly. You'll support and inform decisions that align with the Union's goals to continuously improve student services, engagement, and communications.

Department Overview: Marketing & Development

The Insight and Data Team sits within the Marketing & Development department, a critical part of the Union that drives student engagement, communicates Union initiatives, and strengthens the Union's connection with its members. The department's goal is to ensure that all activities, events and services offered are informed by student feedback and aligned with the evolving needs of the student body. Through insightful analysis and research, we ensure that our events, marking, communications, design are inclusive, relevant, and student focused.

Key Result Areas

Responsible for	Contributor to
Designing interactive dashboards for campaigns utilising large volumes of data that is accessible, easy to understand and presents actionable insights for staff and teams to work on.	The research and insight operation plan to be the experts on student academic and university experience. Lead staff with insight to identify research and make the best decisions based on data.
Organise and analyse archival data from previous years and design relevant dashboards to visualise data and gather insights for at least 2 previous campaigns.	The research and insight operation plan to be the experts on student academic and university experience. Lead staff with insight to identify research and make the best decisions based on data.
Maintain consistent communication with supervisor, line manager and project stakeholders to inform and update progress of the project by attending regular update meetings and responding to communications within 2 working days.	Ensuring insight projects are delivered on time to stakeholders and updates are communicated efficiently.

Organisational Stewardship & Leadership Responsibilities

- You'll assist in key Students' Union events & activities throughout the year including Welcome Week, elections and supporting the officers in delivering their plans.
- You'll perform duties in line with the Union policy & procedure framework.

What You will Gain

- Hands-on experience with Power BI, Power Query and DAX, working with real organisational data that shapes decisions made by senior staff.
- Structured training and support to build your skills, even if you are starting from scratch.
- A strong, tangible portfolio piece, real dashboards you can show future employers, for your CV and job applications.
- Experience presenting data insights that directly influence Union campaigns and services.
- Flexible, term-time hours designed to work around your studies.

Person Specification

Criteria	**Assessed at:**				
	Essential/Desirable	**Application Form**	**Interview**	**Assessment Task**	**All**
Education					
Studying at the University of Manchester in the academic year 2026-27*	**Essential**				✓
Skills & Experience					
Ability to design interactive Power BI dashboards that are accessible and easy to understand for non-technical stakeholders *	Essential				✓
Confident using Microsoft Excel (formulas, pivot tables, and basic data cleaning) *	Essential	✓			
Ability to clean and prepare data, identifying duplicates, errors, and missing values before analysis *	Essential			✓	
Understanding of data visualisation principles: choosing appropriate chart types, clear layout, and accessible use of colour *	Essential		✓	✓	
Comfortable working with numbers and basic	Essential		✓		

statistics (averages, percentages, trends) to interpret survey and campaign data *					
High attention to detail to ensure accuracy and reliability across large volumes of data *	Essential		✓	✓	
Confident written and verbal communication, and consistent in online communication *	Essential		✓		
Critical thinking, ability to interpret data and generate creative, practical solutions to research and work-related challenges *	Essential				✓
Awareness of data protection and confidentiality principles when handling student data *	Essential		✓	✓	
Some prior exposure to statistical modelling, regressions or forecasting methods.	Desirable	✓	✓		
Experience with survey tools such as Microsoft Forms, Qualtrics, SurveyMonkey.	Desirable	✓			
Basic knowledge of SQL or another query language	Desirable	✓			
Exposure to other data or BI tools (e.g. Tableau, Looker Studio) or a scripting language such as Python or R	Desirable	✓			
Experience analysing qualitative or free-text feedback (e.g. thematic coding)	Desirable	✓			
Confidence presenting data insights to non-technical audiences	Desirable		✓		
Studying a related discipline (e.g. Data Science, Statistics, Computer Science, Business	Desirable	✓			

Analytics, or a social science with quantitative methods)					
Values & Behaviours					
Align with the SU's values and behaviours both personally and professionally					✓
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work			✓		

Our Recruitment Process

The way that we recruit is designed to be fair, transparent, and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

You can find more information about our recruitment process on our website.