

Role Profile

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| Role title: | Data Analyst (Power BI) |
| Salary: | £12.60 per hour + holiday pay |
| Full/Part Time: | Part-Time |
| Contract term: | Zero Hours, Fixed-Term until July 2026 |
| Accountable to: | Senior Insight Coordinator |
| Accountable for: | N/A |
| Hours: | Approximately 2-10 hours per week during term-time |
| Location: | Usually located at the main Students' Union Building / with an option to work some hours remotely |
| Eligibility: | Must be eligible to work in the UK at the start of employment. Must be a current student at the University of Manchester, Manchester Metropolitan and University of Salford graduating in 2026 or later. |
| 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 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, 3 Directors and 2 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 **Student 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 on PowerBI. 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 Research and Insight 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, marketing, communications, design are inclusive, relevant, and student focused.

Key Result Areas

| Responsible for | Contributor to |
|--|--|
| Designing interactive dashboards for at least 5 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. |
| Assisting in at least 3 mystery shopper programs | Improving the customer service and commercial offering we deliver to students at the Union. |
| Maintain consistent communication with line manager and project stakeholders to inform and update progress of the project by attending regular update meetings and responding to communications within 3 working days. | Ensuring insight projects are delivered on time to stakeholders and updates are communicated efficiently. |

Organisational Stewardship & Leadership Responsibilities

- You'll participate in team planning days.
- 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.
- To contribute to maintaining communal areas and team stores

Person Specification

| Criteria | Assessed at: | | | |
|---|------------------|-----------|-------------------|-----|
| | Application Form | Interview | Report Submission | All |
| Education | | | | |
| Studying at the University of Manchester in the academic year 2024-25 | ✓ | | | |
| Skills & Experience | | | | |
| Designing dashboards - design interactive dashboards using PowerBI that is accessible and easy to understand for stakeholders | | | | ✓ |
| Detail orientated – ability to have strong attention to detail to ensure accuracy and reliability in analyses and visualisation of large volumes of data | | | | ✓ |
| Communication skills - confidence in conversation and consistent in online communication | | ✓ | | |
| Critical thinking skills – ability to critically interpret data and generate creative solutions to research and work-related challenges | ✓ | | | |
| 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](#).