

JOB ROLE

Job Title	Insights Assistant
Salary Range	£13.45 per hour
Hours of work	5 hours a week (with the opportunity to work more hours throughout the year depending on business need)
Reporting to	Insights Specialist through to Insights Function Manager
Responsible for	N/A
Purpose of the Post	The purpose of this post is to support the Union's Insights function in conducting research projects to identify student needs to inform the delivery of the Union and University activity. The role will focus on both the academic experience as well as extracurricular support and activities. The role includes on the ground engagement in collating student feedback, data gathering & analysis, sector research, report writing and creating infographics for those reports.

ROLE SPECIFIC DUTIES

The Insights Assistant role is a part-time student position to offer the Insights function a student perspective first hand. This is an exciting opportunity where you can develop your skills in research and data by supporting the Insights Team's wider goals. The Insights Team will be recruiting two part time positions to start in November. Please see the **Core Duties**, **General Duties**, and **Skills Required**, outlined below, and if you think you'll fit, send an application!

Core Duties

- To undertake research projects that support the work of the Union's Insights function.
- Support the analysis of core research projects including but not limited to StART (Student and Academic Representation Tool), UPSU's Annual Survey, Segmentation, Hot Topic, and ad hoc requests from Union staff, Elected Officers, the University, and external partners.
- To support on the ground feedback from students at regular intervals
- To collect and analyse data and write reports to inform Union and University projects
- To collect, analyse and report on qualitative-based projects, e.g. focus groups and interviews
- To create infographics, to present research findings in an easily digestible way to other students
- Presenting data to UPSU staff and occasionally University of Portsmouth staff.
- Assist in monitoring the Insights' function's systems such as the Gmail Inbox and Research & Data webpage
- To monitor demographic data to help with the Union's EDI commitments
- To carry out desk-based research on the Higher Education Sector
- To undertake any other duties as required

To note: Knowledge and/or experience of numerical data analysis and reporting is expected from this role. Experience with qualitative data analysis is desirable but not essential as you will receive training to deliver your duties. You will be expected to perform both qualitative and quantitative data delivery as part of your core duties

Support Union Wide Events

- To be on the ground support at key UPSU events such as but not limited to Open Days, Elections, Varsity and Stressless

GENERAL DUTIES

- At all times casual staff are required to work collaboratively with colleagues and elected student representatives across the Union.
- All staff are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All staff are individually and collectively responsible for working to the Union's values.
- To ensure stakeholders' expectations are exceeded
- Whenever possible staff will be required to support the gaining of and acting on feedback as part of day to day activity.
- The Union considers regular and ongoing personal development/training as essential to role delivery and Union development
- The nature of the post will, at times, require additional commitment for other Union Wide events and projects.
- All casual staff are reminded that any hours/shifts offered to them are not compulsory. Casual staff are able to reject an offer of work if they are unable to complete it.

SKILLS REQUIRED

Technical Skills	A competent user of IT, particularly Microsoft Office suite and Google Drive
	An ability to quickly understand and use new databases and systems
	Experience in report writing
	Strong analytical skills of either or both quantitative and qualitative data
	Experience in designing questionnaires/surveys (Desirable, not essential)
	Experience in using Canva (Desirable, not essential)
Communication Skills	Evidence of commitment to strong customer service standards
	Highly motivated, energetic and enthusiastic
	Excellent verbal and written communication skills, with the ability to relate to people at all levels
Organisation Skills & Work Ethic	Outstanding organisation skills, including excellent attention to detail
	A flexible and adaptable approach to work
	A commitment to working in a fast paced environment
	An enthusiasm for developing new skills if required

I _____ (*print name*), by signing below, agree with the above Job Description

Signed: _____ **Date:** _____