



Job Description & Person Specification

Post title: NTU Enterprise Data Analysis and Research Assistant	Post No:
School or Department: NTU Enterprise	Date created: November 2020
Grade: £23,500 p/a (Grade E)	Hours per week: 37
Fixed term end date (if applicable): September 2022	
Other requirements of the role: None	
Immediate line manager: Head of Enterprise Innovation Centre	
Title & Grade of posts line managed by postholder: None	

Job purpose:

- To support the aims of NTU Enterprise to grow the number of engagements and apply continuous improvement to our offer by helping to provide a more targeted service and delivery of more up to date and relevant content. This will include: -
 - Identifying and analysing existing data/information to help identify business destinations, needs and growth.
 - Researching and then developing and conducting further participant research as required/identified (such as surveys and interviews)
 - Compiling results and feedback from research and other areas to create meaningful reports for use throughout NTU Enterprise.
- To maintain records of enterprise engagement to inform the enterprise journey of our participants through NTU Enterprise.
- To conduct research into the economic and business sectors across Nottinghamshire aligning with research into the enterprise offers and activities available across the region.
- To support NTU Enterprise and the DEC teams' activity across marketing and communication, events and programme delivery.
- To support monitoring and assessment activity of the impact of the NTU Enterprise offer.
- Support NTU Enterprise activity in research and development of our Alumni Community to further an active engagement in enterprise.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

Principal Duties

- To carry out Marketing research activities for NTU Enterprise and for its projects, aimed at finding and recruiting participants for the programmes.
- To identify and analyse student data and engagement to provide a more targeted approach in order to determine more closely those interested in taking up self-employment and/or starting up their own businesses either whilst a student or on graduating. To cover all 4 campuses reaching out to all students across NTU to increase their engagement with NTU Enterprise.

- To work closely with NTU Employability team members, particularly the student facing and data capture sections, in analysing student data and interest to identify target courses, staff and students in order to increase their engagement with NTU Enterprise towards self-employment options and opportunities.
- Scope out and brief the Development and Alumni Relations team on potential engagement opportunities with enterprise activities and work collaboratively to deliver these, ensuring alumni and supporter engagement is recorded appropriately.
- Where required, to devise, develop and conduct additional market research, as and when appropriate, beyond that data already available within NTU to more closely identify and capture those students and graduates and externals are interested in self-employment and working for themselves for Exploration, Start-up, Growth and Innovation.
- To collate and analyse feedback from participants of programmes and to report this back to the NTU Enterprise team.
- To create, gather and analyse surveys from businesses that engage with NTU Enterprise at the start of their engagement and as an annual follow up.
- To help represent NTU Enterprise at events, incl. Open Days and Employment Fairs to market and promote enterprise activities and the project on behalf of NTU Enterprise.
- Assist NTU Enterprise in the review and evaluation of all Enterprise activities and contribute to effective service improvement and awareness of the NTU Enterprise offer and manage the student feedback to NTU Enterprise's activities.
- Collate and report on data from across the university for student engagement in enterprise activities.
- Undertake all administrative duties as required by the post.
- Represent the function to the wider University and NTU externally on matters relating to the role:
 - Establish confidence and respect for the function, arising project work and personally for the Graduate.
 - Act as a positive ambassador and advocate of the Graduate Development Programme.
 - Undertake additional required work, tasks, projects and development opportunities alongside the Graduate role in conjunction with other Graduates participating in the Development Programme.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<p>Demonstrate knowledge of Microsoft Office (including Office 365) products.</p> <p>Knowledge of qualitative and quantitative research methods including their application</p> <p>Knowledge of data handling/analysis with excel</p>	<p>Understanding of the UK HE sector</p>
Skills	<p>Work proactively, autonomously and exercise judgement and initiative.</p> <p>Demonstrable initiative and enthusiasm, and the ability to successfully multi-task. Ability to interpret numeric data and demonstrate investigative research and analytical skills.</p> <p>Understanding of creation of data gathering tools e.g. surveys.</p> <p>Use of databases and information systems to record and analyse information</p> <p>Good level of personal organisation skills to prioritise and execute tasks in a fast-paced environment with changing needs and critical deadlines, in order to meet deadlines proactively.</p> <p>Excellent interpersonal skills, with strong communication skills (written and verbal) to include reports and presentations. Ability to communicate at different levels</p> <p>Ability to work effectively as a team member with a willingness to deliver hands-on help as part of a team.</p>	<p>Use of Microsoft Teams and Forms</p>
Experience	<p>Experience of undertaking desk research including evaluation and compilation of findings</p> <p>Experience of gathering and working with qualitative and/or quantitative data, and delivering and analysing high quality reports for a variety of audiences</p> <p>Experience of producing good quality and visually appealing presentations and reports</p>	<p>Experience of undertaking primary research</p>

Qualifications	NTU Graduate degree of 2:1 or above within the last two years	Postgraduate qualification
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Competencies	
Essential Competencies	Desirable Competencies
<p>Team Working - Level 1 Works effectively as a member of the team. Takes responsibility for getting things done as part of the team.</p> <p>Customer Focus – Level 1 Works to identify customer needs. Seeks feedback and develops service accordingly. Influences and develops ideas to enhance customer satisfaction.</p> <p>Communication and Influencing – Level 1 Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p>Organisation and Delivery – Level 1 Plans time taking account of organisational priorities and other colleagues' work roles to achieve results</p> <p>Creativity and Innovation – Level 1 Seeks out, reviews and integrates new ways of working into role.</p>	

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): Megan Powell Vreeswijk, Head of Enterprise Innovation Centre
