

## Job Description

<b>Post title:</b> Graduate Project Analyst	<b>Post No:</b>
<b>Organisation Unit:</b> Research Development and Knowledge Exchange	<b>Date compiled:</b> November 2019
<b>Salary:</b> £23,500	<b>Hours per week:</b> 37 <b>Weeks per year:</b> 52
<b>If fixed term, state duration:</b> September 2020 - September 2021	
<b>Immediate line manager:</b> Policy and Partnerships Officer	
<b>Designation and grade of any staff supervised by the postholder:</b>  Not applicable	
<b>Job purpose:</b>  Working within the University's Research Development and Knowledge Exchange Team, the job will be to evaluate the impact of NTU's support to SME businesses and local authorities. The University works closely with local partners and is a leading provider of business support. This work is generating interesting data and the post holder will develop new approaches to understanding and analysing both business needs, and the impact and effectiveness of our knowledge exchange activity. The development of "what works" analysis is gaining national interest and importance and therefore the post holder has an opportunity to learn from emerging practice in the UK and to contribute to the University's aims of enriching society and support economic development.	
<b>Principal duties and responsibilities:</b>  1) Undertake a literature review and desktop research on 'what works' methodologies and approaches in the UK and internationally to identify emerging thinking and best practice in understanding the needs of local businesses and the effectiveness of the business support they're given. Work with NTU academic colleagues to evaluate the types of reports already available and which could inform our own analysis and dissemination.  2) Working with NTU programme delivery colleagues, support the creation of a programme evaluation framework. This should be aligned to funding body and central government guidelines, and agree with colleagues additional and meaningful local and regional metrics.  3) Use the agreed framework to develop a one-year evaluation plan setting out key tasks and agreed timescales.  4) Analyse and interpret existing data sets, identifying interesting findings which will inform both our work with companies but also gathering and research and generate original ideas based on these outcomes, preparing reports for the project team as necessary. This will include but not be limited to <ul style="list-style-type: none"> <li>i) Analyse and develop an understanding of the SMEs NTU is working with</li> <li>ii) Using the BEIS Business Evaluation Framework and other approaches, analyse the data we are generating in areas such as attainment of high-level skills, productivity enhancement and business growth.</li> </ul>	

- iii) Identify and develop a methodology for capturing the potential impact of the university's economic development support work.
  - iv) Develop reports to show the efficacy and impact of the University's work in the local economy
  - v) Determining the impact of our local engagement and work in communities in Derbyshire and Nottinghamshire
- 5) Produce reports and publications, preparing papers and presenting the information to stakeholders, such as steering groups, as appropriate.
  - 6) Ensure that all resources used are correctly recorded and documented, files are kept up to date and data accuracy is maintained.
  - 7) Represent the department to the wider university and NTU externally on matters relating to the role.
  - 8) Attend and contribute to meetings as appropriate.
  - 9) The postholder 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.

Representing the department to the wider university and NTU externally on matters relating to the role:

- Establishes confidence and respect for the overall department function, the role's project work and personally
- Acts as a positive ambassador and advocate of the Graduate Development Programme
- Undertakes additional required work, tasks, project and development opportunities alongside your Graduate role in conjunction with other Graduates participating in the Development Programme

Other:

To carry out other duties as and when required

### **Special requirements:**

**This position is only open to Graduates of Nottingham Trent University with a degree of 2:1 or above, who have graduated within the last 2 years.**

Whilst the role is part of a Professional Services department, the postholder may be required to work as part of any of the corporate or other operational department teams.

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All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

<b>Job description drawn up by</b>	Rachel Hanneman/David Harper	November 2019
<b>Approved for department by</b>	Jeremy Hague	November 2019