

Research Analyst



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About UCEA

The Universities and Colleges Employers Association (UCEA) provides its member institutions with timely advice and guidance on all employment and reward matters relevant to the higher education sector.

Purpose

Our purpose was revised in 2023 as follows:

UCEA is the leading voice on employment and reward matters in the UK Higher Education sector. We support our members to be employers of choice through collaboration, advocacy and expert advice.

Values

UCEA has five core values which, as our behavioural compass, will guide our actions at an individual, organisational and sector level:

- Leadership - We consult, challenge and provide thought leadership
- Expertise - We develop and share our knowledge, information and evidence-based insight
- Inclusivity - We respect differences and utilise the benefits they offer
- Integrity - We demonstrate and promote what is right to uphold the highest standards
- Aspiration - We encourage learning, innovation and forward thinking

Strategic priorities

Our four strategic priorities encompass:

- Promoting constructive employment relations
- Supporting employer aspirations to enhance the employee experience
- Supporting members through our influence and engagement
- Taking forward UCEA in support of our members

Membership is voluntary and open to UK higher education providers and associated organisations. We are funded through our members' subscriptions and fees. We aim to anticipate the challenges of changing times, working jointly with other sector bodies and agencies, and our broad membership means we are well networked, well informed and influential. We conduct voluntary collective negotiations at a national level on the annual base pay uplift to apply to non-senior staff.

We are governed by a Board drawn from Vice-Chancellors, Principals and Chairs of governing councils of universities.

UCEA's Strategic Plan, Agility in a Time of Uncertainty is available to download at www.ucea.ac.uk/our-work/Plan-and-Work-Programme/

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About the role

The UCEA Research team has an influential role in activities related to reward and labour markets, which informs the multi-employer pay negotiations in higher education. Working with the Head of Reward & Research and the wider team, you will contribute to UCEA's research strategy on employment matters and maintain our reputation for high-quality research, information and guidance on pay and employment matters in higher education.

As the Research Analyst you will support the provision and development of UCEA's pay and workforce benchmarking services and a range of wider employment-related projects. You will have the opportunity to conduct in-depth quantitative and qualitative research, to communicate your findings to members and wider stakeholders. You will work with internal and external stakeholders to keep abreast of issues affecting the full range of employers across the higher education sector.

You will communicate complex information clearly, both in writing and verbally. You will analyse sector data, e.g. Higher Education Statics Agency (HESA) and Office for National Statistics (ONS), build and maintain benchmarking dashboards. This requires current intermediate level R skills, or clear aptitude for learning R to intermediate level, and intermediate or advanced Excel. Experience of using survey software to collect, analyse and report on bespoke quantitative surveys is essential.

We provide a supportive and stimulating environment where you will develop your skills through formal induction, a personal training budget, attendance at sector events, involvement in all aspects of our research and communication and exposure to senior stakeholders within the UK's higher education sector.

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Job description

Job Title:	Research Analyst
Salary:	£39.6k to £44.7k per annum
Location:	Woburn House, Tavistock Square, London WC1H 9HU. UCEA operates a blended pattern of office and remote working for all staff. Office attendance is initially required for at least 60% of working days, reducing to 40% of working days once the probationary period is complete.
Term:	Permanent, without term.
Hours of work:	Full time (35 hours per week)
Reports to:	Head of Reward & Research (working closely with Senior Research Analyst)

Main duties and responsibilities

Research and Analysis

1. Support development of the UCEA pay and workforce benchmarking research and services.
2. Lead development and completion of smaller UCEA research projects.
3. Provide analysis into pay, human resources pay processes, labour market trends and the wider UK economy to support policy development and negotiations.
4. Develop and maintain strong awareness of HE policy and wider policy issues affecting employers.
5. Contribute to the maintenance of the UCEA 'library' of reference materials.
6. Produce high-quality papers and presentations, e.g. for the UCEA networks.
7. Contribute to research team coherence and mutual support.

Project and advisory support

8. Manage contracts with the external supplier and quality assure outputs.
9. Manage benchmarking contracts for HR clients.
10. Support UCEA's provision of expert advice on employment relations, pensions and Clinical academics by conducting *ad hoc* research and surveys when required.
11. Support joint working groups with trade unions.
12. Arrange and/or attend events, representing UCEA.

General duties

13. Respond to queries from members and other stakeholders, guided by senior officers.
14. Contribute to the development and delivery of UCEA members' events.
15. Present UCEA's research where required.
16. Maintain effective administrative and record-keeping systems.
17. Other tasks as required, commensurate with the level of the post.

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Person specification

Educational requirements

- A bachelor's degree, ideally with master's or professional research-related qualifications with a focus on qualitative and quantitative data collection, analysis and reporting.

Essential skills and experience

- Highly numerate with excellent presentation of descriptive statistics.
- Experience working with large economic or labour market datasets.
- Success in developing and presenting a variety of benchmarking; designing, building and maintaining dashboards and infographics.
- Experience of conducting research which informs policy.
- R at intermediate level, using shiny, tidyverse and ggplot and developing functions and programming.
- Strong Microsoft 365 skills, including advanced Excel.
- Building credible relationships with senior management, internally and externally.

Desirable skills and experience

- Understand issues facing UK higher education employers.
- Knowledge of SPSS and Stata (R is used daily at UCEA)
- Knowledge of key-driver analysis and regression analysis.
- Experience of conducting qualitative research, composing discussion guides, moderating focus groups and undertaking thematic analysis and reporting.

Personal Attributes

- Takes responsibility for progressing own work for the benefit of UCEA and its members.
- Strong commitment to teamwork.
- Curiosity for understanding Human Resources, Higher Education and wider policy environments.
- Ability to communicate statistical material using a clear narrative style.
- Strong commitment to Equality, Diversity and Inclusivity.

Location

The UCEA offices are at Woburn House, 20 Tavistock Square, London, WC1H 9HU. Some occasional travel to other locations in the UK might be required.

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How to apply

Apply by email to recruitment@ucea.ac.uk including your current CV and a covering letter setting out what you will bring to this role.

The closing date for applications is Midday on Wednesday 1 May 2024.

Interviews are expected to take place during the **week commencing 6 May 2024** and will be held in person at the UCEA offices at 20 Tavistock Square, London WC1H 9HU.

For an informal discussion about the role please contact Andrew Tweedie, Interim Head of Reward & Research, at a.tweedie@ucea.ac.uk.

All candidates must have proof of their right to work in the UK.

No agencies please.

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Outline conditions of service

JOB TITLE	Research Analyst
REPORTING TO	Head of Reward & Research
LOCATION	<p>Based at UCEA's offices, currently located at Woburn House, 20 Tavistock Square, London WC1H 9HU. Occasional travel may be necessary.</p> <p>All staff are currently in a blended pattern of office and remote working.</p>
APPOINTMENT	<p>This appointment is permanent and without term. Appointment will be subject to evidence of a right to work in the UK.</p>
SALARY	<p>The salary range for this role is £39.6k to £44.7k per annum.</p>
HOURS OF WORK	<p>This is a full-time role for 35 hours per week. Normal office hours are worked between 9.00 and 5.30, Monday to Friday.</p>
PENSION	<p>You will be eligible to join the Superannuation Arrangements of the University of London (SAUL). From 1 April 2023, new joiners are enrolled into SAUL Start for the first three years of employment. SAUL Start is a defined contribution scheme provided by Legal & General. Contributions are currently 6% employee and 15% employer. After three years' service employees will be moved into the SAUL defined benefit career average section which is a contributory scheme with excellent benefits. Contributions are currently 6% employee and 21% employer. Full details and guides to both SAUL schemes can be found at www.saul.org.uk.</p>

UCEA operates a salary sacrifice scheme that provides a saving on pension contributions.

HOLIDAYS

25 working days per annum plus statutory holidays and any associated days when the business is closed.

SICKNESS

Generous occupational sickness absence scheme (subject to the rules of the scheme which may change from time to time), details of which can be provided on request.

LOANS

An interest-free loan scheme is available for the purchase of a season ticket for travel to work.

TRAINING

All employees are offered an annual personal development budget. Organisation-wide training is also provided in key areas, such as for using specialist software, or understanding GDPR and cyber security.

EAP

A confidential, independent Employee Assistance Programme is provided for staff and their immediate family members.

OTHER BENEFITS

UCEA currently operates a Fitness & Wellbeing scheme (for participation in gym, fitness and other health and wellbeing activities), membership of Benenden Health and a Cycle to Work Scheme.