

Data Intern



Role Description

GRADE

Grade 2

LOCATION

Sighthill Campus

LINE MANAGER

Head of Research
Environment and
Services

Role Summary:

RIE supports the University's research community by driving innovation, managing research funding, and enhancing research excellence.

We support our academics throughout the entire research journey and planning process. From sourcing research funding and writing proposals to managing research projects, we assist every step of the way.

We also help explore commercialisation and external partnership opportunities, while fostering a supportive entrepreneurship community.

The role of Data Intern is to join our Research, Innovation & Enterprise (RIE) team for a short-term placement (up to 13 weeks), working with research management data, supporting key projects related to research management, reporting, and analysis.

Line Management Responsibility for:

This role does not have any line management responsibilities

Main Duties and Responsibilities

- Assisting with data collection, data entry, cleaning, and analysis
- Supporting research reporting and evaluation (e.g., REF preparations)
- Working with Worktribe, our Research Management system, and other research data tools
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Skills / Experience		
• Strong IT Skills	✓	
• Good knowledge of Microsoft Office tools including Excel and Word	✓	
• Self-motivating and target driven	✓	
• Strong analytical skills	✓	
• Strong attention to detail	✓	
• Reasonably fast typing speed		✓
• Experience of using online interfaces for recording		✓