

Job Description: Researcher

Salary/Grade: £27,295

Responsible to: Research, Data and Insight Manager

Responsible for: N/A

Fixed Term until July 2027

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. Purpose of Post

To deliver Hallam Students' Union's research projects. Ensuring that we are a research-driven organisation that listens to the voices of all students to enact change at the institutional level. The post holder will lead on quantitative and qualitative research projects, collect and collate student feedback, and disseminate findings to stakeholders.

2. Main Duties and Responsibilities

Deliver robust research

- Design and implement ethical, surveys on key student issues, ensuring questions capture relevant information for stakeholders.
- Lead on a range of qualitative research activities, such as designing and facilitating focus groups, workshops and one-to-one interviews to capture the lived experiences of students.
- Ensure the Students' Union research is robust and credible, working closely with the University to gather appropriate data and gain ethical approval where required.
- Work with the marketing and communications team to ensure successful engagement with research.
- Provide student officers and leaders with quality research data so that they can implement projects.
- Analyse student demographics and behaviours to provide insight to shape and influence the direction of the Students' Union and University services and offer.

Disseminate findings and influence change

- Communicate research findings to a diverse audience, tailoring communication methods for each, ensuring key insights are captured to create change.
- Translate complex student stories and feedback into compelling narratives and case studies that help the organisation and University understand the 'why' behind student behaviours.

- Support co-creation sessions where students and staff work together to design solutions based on research findings.
- Support the Research, Data and Insight Manager in contributing positively towards the strategic direction and sustainability of the organisation.
- Assist the Research, Data and Insight Manager in the delivery of operational plans and ensure targets and key performance indicators are achieved.
- Work with the CRM Project Lead to proactively use digital systems and other technologies to analyse and present student engagement and satisfaction statistics across the Students' Union.

Highlight student trends

- Through desk research and other methods, identify student and HE sector trends, contributing to the effectiveness of the Students' Union's strategy.
- Working collaboratively with other teams within the organisation to identify student issues where further research may be needed.

Revised Mar 2026

Person Specification Researcher

Requirements		Essential (E) Desirable (D)	*Assessed by (A), (T), (I)
1	Qualifications/Training		
1.1	Good general level of education, typically to degree level or equivalent relevant experience.	E	A
1.2	Relevant degree or other qualification.	D	A
2	Experience		
2.1	Significant experience of initiating, designing, planning, and conducting quantitative and qualitative research to a high standard, collating research findings and preparing clear, accurate, and detailed reports and recommendations.	E	A/I/T
2.2	Experience of proactively sourcing, analysing and presenting secondary material and data, and making clear and concise policy recommendations.	E	A/I
2.3	Experience of turning complex data/feedback into stories and insights that influence change.	E	A/T
2.4	Experience of managing staff or volunteers.	D	A
3	Knowledge		
3.1	Knowledge and application of research ethics and GDPR practices.	E	A/I
3.2	An understanding of issues facing students in Higher Education.	E	I
4	Skills & Attributes		
4.1	Be a confident user of Microsoft Office Suites, with significant experience of Excel to analyse and interpret data.	E	A
4.2	Excellent written and verbal communication skills, with experience of engaging with a diverse range of individuals.	E	A/T
4.3	Ability to work unsupervised, on own initiative and work to deadlines, managing several projects simultaneously, with conflicting priorities.	E	I

*A – Application, T – Task, I – Interview