



Trinity Saint David
**Students'
Union**

**Undeb
Myfyrwyr**
Y Drindod Dewi Sant

Graduate Intern - Research & Insights Job Description

Contract Type: Fixed-term until Friday 26 June 2026

Working Hours: 35 hours per week

Location: Carmarthen or Swansea with the requirement to travel to all other UWTSD sites

Reporting To: Head of Membership Services

Purpose: To provide analysis of data collected by the Students' Union in support of academic interests, campaigning, policy, and democracy

Development of robust data collection processes with the sabbatical officer teams



Principal Accountabilities

To provide analysis of data collected by the Students' Union in support of academic interests, campaigning, policy, and democracy

- i) Producing reports and thematic analysis that the university and Students' Union can use to enhance the student experience without providing your own commentary or insight (reflecting the data rather than personal opinion of the student experience at UWTSD)
- ii) Creating the Annual Quality Report for the Students' Union: to be completed by early May 2026
- iii) Provide briefings to Students' Union staff and sabbatical officers on any data collected and analysed

Development of the robust data collection processes

- i) To implement best-practice for research and intelligence within the department
- ii) Provide advice and support before and during data collection for the Students' Union as well as Student Voice Reps and Course Reps
- iii) Ensure that informed consent is properly implemented (participants are fully aware of their comments being used to enhance the student experience)

General Duties

- To discharge all relevant Health and Safety Responsibilities.
- To adhere to all relevant Students' Union Policies and Procedures.
- To adhere to all relevant UWTSD Policies and Procedures.
- To be adaptable to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development.
- To represent the Students' Union at relevant professional networks, events and conferences.
- To support and promote the Students' Union's values whilst undertaking duties, demonstrating commitments to equality, sustainability and democracy.



Personal Specification

| Criteria | Essential | Desirable |
|---|------------------|------------------|
| To graduate UWTSD in summer 2025 | X | |
| Experience of administrative tasks | X | |
| Experience of analysing large data sets | X | |
| Highly proficient in NVivo and Excel | X | |
| Excellent written and verbal communications | X | |
| Ability to plan, organise, and prioritise workloads to ensure that deadlines are met | X | |
| Ability to use IT systems e.g. Outlook, Excel, Word, Google sheets, and databases. Note: as previously mentioned this role requires competency in NVivo and Excel | X | |
| Personal commitment to equity, diversity, and inclusion | X | |
| A good understanding of the roles of Students' Unions in HE institutions. | | X |
| Ability to communicate through the medium of Welsh, or a willingness to learn to the required level. | | X |