

Job title**Student Policy and Insight Analyst**

DEPARTMENT: Student Influence

DEPT PURPOSE: To ensure that student voices are recognised and valued by the University, policymakers, and decision-makers by facilitating meaningful collaboration between students, alumni, city partners, and national bodies to address shared challenges and drive lasting change.

REPORTING TO: Director of Student Influence

DIRECT REPORTS: Student Influence Coordinators

PURPOSE OF ROLE:

To support Sheffield SU's Student Influence Directorate in building an evidence-led approach to student voice and advocacy. The postholder will gather and analyse data from across the directorate, translating it into clear insight reports, policy briefings, and consultation responses that equip student leaders to make credible, substantiated arguments when influencing the University, regional partners, and national bodies.

IN PARTICULAR:

1. To gather, analyse, and translate existing Sheffield SU data into clear insight reports and evidence-based briefings that equip elected Officers and student leaders to make credible, substantiated arguments when influencing the University, regional partners, and national bodies, moving the organisation away from assertion-based advocacy toward evidence-led representation.
2. To develop and maintain Sheffield SU's insight function so all student voice activity across the organisation is grounded in evidence, shaping the priorities and approach of all student voice mechanisms including Student Union Council, the Sheffield Student Assembly, and Student Leader project.
3. To lead on drafting Sheffield SU's responses to regional and national consultations and calls for evidence, ensuring that students' experiences and priorities are represented in policy and strategy debates across the sector.

KEY RESPONSIBILITIES	
1.	Analyst and reporting
<p>To gather, analyse, and translate existing Sheffield SU data into clear insight reports and evidence-based briefings that equip elected Officers and student leaders to make credible, substantiated arguments when influencing the University, regional partners, and national bodies</p>	<ul style="list-style-type: none"> ● Audit and map existing data sources across the organisation, including NSS results, SSLC reports, course rep feedback, and Student Advice Centre casework trends ● Produce regular insight reports and officer briefings that summarise key themes in student experience ● Develop a termly or annual academic experience report that Officers can use as a primary reference point in discussions and meetings with stakeholders ● Work with the Voice and Advocacy team to ensure insight is actively embedded into campaign planning and officer priorities ● Produce impact statements for Sheffield SU's student leaders, capturing reach and outcomes to demonstrate value to the University, funders, and external partners
2.	Providing evidence, to shape the priorities and approach of all student voice mechanisms
<p>To contribute to Sheffield SU's insight function that ensures student voice activity across the organisation is grounded in evidence, shaping the priorities and approach of all student voice mechanisms including Student Union Council, the Sheffield Student Assembly, and elected Officer projects.</p>	<ul style="list-style-type: none"> ● Develop and maintain a clear picture of student priorities and experiences by synthesising data from across the directorate, ensuring this evidence actively shapes the agenda and focus of Sheffield SU's student voice work ● Develop accessible mechanisms for gathering ongoing student feedback to feed into voice mechanisms on a continuous basis, including pulse surveys, rep feedback collation, and analysis of student-facing data held across the organisation ● Produce regular summaries of student priorities and emerging themes for internal use by the Voice and Advocacy team and senior leadership, ensuring the whole directorate is working from a shared, evidence-based understanding of the student experience

		<ul style="list-style-type: none"> • Support our work by providing insight reports and data summaries that ground discussions in real student experience and ensure sessions respond to what students actually care about
3.	Communication to stakeholders and third parties	
	<p>To lead on drafting Sheffield SU's responses to regional and national consultations and calls for evidence, ensuring students' experiences and priorities are represented in policy and strategy debates across the sector.</p>	<ul style="list-style-type: none"> • Monitor and track relevant consultations and calls for evidence from bodies including the Office for Students, parliamentary committees, Sheffield City Council, and SYMCA • Draft high-quality, evidence-based consultation responses drawing on SU data, student feedback, and elected Officer priorities • Liaise with Officers and relevant staff to ensure consultation responses reflect current student experience and are endorsed through appropriate democratic processes before submission • Maintain a log of submissions and track outcomes, feeding findings back into the SU's advocacy and influencing work
4.	General Duties	
		<ul style="list-style-type: none"> • Maximise the potential of effective internal communication • Contribute to the positive image of SSU with students, University other stakeholders and staff • Work with colleagues to ensure a full effective service is provided at all times; provide cover as necessary • Ensure personal knowledge and skills are up to date to ensure effectiveness in meeting work objectives • Such other duties as may be reasonably prescribed by SSU, appropriate to the grade and responsibilities of this post

PERSON SPECIFICATION

Criteria		Essential/Desirable
Specialist Skills		
1	Ability to analyse and synthesise data from multiple sources and translate findings into clear, accessible reports and briefings	Essential
2	Experience of producing evidence-based policy documents, briefing papers, or consultation responses	Essential
3	Understanding of student representation structures, democratic processes, or membership organisation governance	Essential
4	Knowledge of the higher education policy landscape, including the role of bodies such as the Office for Students and the National Union of Students	Desirable
5	Familiarity with consultation and calls for evidence processes at regional or national level	Desirable
Skills/personal attributes		
6	Excellent written communication skills, with the ability to write clearly and persuasively for a range of audiences including students, university senior leaders, and external policymakers	Essential
7	Strong organisational skills with the ability to manage multiple workstreams, track deadlines, and prioritise effectively	Essential
8	Ability to work collaboratively across teams and build effective working relationships with staff, elected Officers, and external partners	Essential
9	Ability to communicate data and insight in ways that are accessible and actionable for non-specialist audiences including student leaders	Essential
10	Confidence in working with and presenting to senior stakeholders	Desirable
Experience		
11	Experience in a research, policy, insight, or advocacy role, ideally within the public, charity, or education sector	Essential
12	Experience of supporting or working alongside democratic, representative, or governance structures	Essential
13	Experience of gathering, collating, and presenting qualitative and quantitative data to inform decisions or priorities	Essential
14	Experience working in or alongside a students' union, university, youth organisation, or membership body	Desirable
15	Experience of managing or contributing to consultation response processes	Desirable

Attitude		
16	Genuine commitment to student voice, democratic participation, and the value of evidence-led advocacy	Essential
17	Proactive and self-directed approach, with the ability to identify opportunities and take initiative in a newly created role	Essential
18	Commitment to inclusion and to ensuring that insight reflects the diversity of the student body	Essential
19	Resilient and adaptable, able to work effectively in a fast-paced environment where priorities can shift	Essential
Qualifications/Training		
20	Educated to degree level or equivalent experience in a relevant field	Essential
21	Postgraduate qualification or professional development in policy, research, public affairs, or a related area	Desirable

Staff Behaviours

The following behaviours have been developed in line with our organisational strategy or staff to aspire to, and be measured against, as part of their annual performance review and ongoing development:

- Delivers service excellence
- Communicates effectively and works as a collaborative team
- Builds strong working relationships
- Demonstrates social responsibility, recognises ethical and environmental working and complies with legal requirements
- Creates and maintains a 'can do' culture
- Demonstrates financial awareness and optimises the use of resources
- Demonstrates creativity and innovation
- Demonstrates effective decision-making and problem-solving