

## Role profile

**Job Title:** Skills Centre, Intern

**Department:** Education

**Reports to:** Director, Education and Skills

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### Overall Aim

Support the development and implementation of research activity aligned with the Academy's Skills Centre to understand workforce skills needs in engineering.

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### Key Responsibilities

#### Leadership

The post holder will have opportunities to develop their own research projects internally, and to explore and try new approaches for data analysis using AI tools and data visualisation softwares.

#### Research management

The role will enable the post holder to support the development of potential externally commissioned large scale research projects and activities to address gaps in existing data and research. They will act as the Skills Centre point of contact on external research projects and support publication and dissemination of outputs.

#### Stakeholder management

The role will provide opportunities to present work and engage internally to the Academy's Education and Skills Committee (and other committees where relevant) and externally, to Skills Centre partners, engineering skills bodies and industry and government officials and policy makers.

The role holder will also have the opportunity to explore collaborative research opportunities with internal and external stakeholders to ensure alignment of research projects with the Academy's wider strategic goals and with industry needs.

#### Business Development

Identify opportunities to enhance the Academy's profile through research and research engagement activities.

#### Project management

To support project management of active research initiatives by coordinating meetings, reviewing drafts, and ensuring timelines are met. In some cases, the post holder will be able to lead projects.

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### Key Results

- Delivery of internal skills research projects
- Support externally commissioned skills research activities
- Adoption of AI and other data analysis and visualisation tools for skills research
- Support the development of future research projects

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Please also be aware of and follow the Royal Academy of Engineering policies and procedures, with particular attention to health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Royal Academy of Engineering reserves the right to amend this role profile as necessary, after consultation with the postholder, to reflect changes in or to the job.

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## Role Experience, Knowledge and Skills Profile

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	Essential	Desirable
<b>Experience &amp; qualifications</b>	<ul style="list-style-type: none"><li>• Experience of quantitative research and data analysis</li><li>• A higher education qualification or equivalent experience with demonstrable social sciences research</li></ul>	Use of AI tools for data analytics Use of data visualisation tools Understanding of STEM/ engineering education and skills challenges Understanding of UK skills landscape / employment / skills challenges more generally Qualitative research experience
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of statistics</li><li>• Knowledge of good/robust approaches to ensuring statistically correct data presentation and interpretation.</li></ul>	
<b>Skills</b>	<ul style="list-style-type: none"><li>• Strong data analysis skills</li><li>• Excellent communication and interpersonal skills</li><li>• Flexible, with good prioritisation skills</li><li>• Systematic and methodical, with strong organisational skills</li></ul>	Use of statistics packages (e.g. SPSS, R) Ability to write code for data analysis (e.g. Python) Use of AI tools for data analytics Use of data visualisation tools Ability to explain results of data analysis to technical and non-technical audiences
<b>Personal style and behaviour</b>	<ul style="list-style-type: none"><li>• Personal commitment to the corporate values, vision and objectives of the Academy</li><li>• Very strong personal integrity and commitment to upholding the highest professional standards</li><li>• Innovative and proactive</li><li>• Resilient, with a positive attitude</li><li>• Diplomatic and flexible.</li></ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Commitment to quality, customer service, best practice and best value in all aspects of the Academy's operations</li><li>• Evidenced commitment to equality and diversity.</li></ul>	