Bath Insights Internship Programme Project Brief

Project title: Planning, Performance & Strategic Change Strategic Projects

Department: Planning, Performance & Strategic Change

Project theme: Strategic Projects

Capabilities: Collaboration; Creativity and innovation; Data literacy; Digital and AI literacy; Leadership; Professionalism; Social and cultural awareness; Drive and initiative

Project brief: This internship will support projects within the University's Momentum, Capacity and Capability Programme. The intern will develop a central digital catalogue of Employability & Student Success digital resources, likely hosted in SharePoint, to provide staff with a single, accessible source of information on key digital resources. This project will help establish a clearer understanding of the current information landscape and will work on a catalogue that will inform work to improve student user navigation to find E&SS resources.

The project will involve:

- analysing the results of the audit of digital resources
- building the digital catalogue
- engaging with stakeholders across E&SS to validate the catalogue content and identify opportunities for improvement
- producing guidance and documentation to support the longer-term sustainability of the resource

Main outputs or deliverables: A key deliverable will be the digital catalogue for E&SS. The primary focus of the internship will be to support the development of a digital catalogue of employability and student success digital resources. The intern will help to establish a clearer picture of what information currently exists, where it is located, how it is accessed by students and where there may be opportunities to improve consistency, visibility and navigation.