

Junior Research Executive

Department: Custom Research
Location: 50 Featherstone Street, EC1Y 8RT, Central London
Hours: Full Time (37.5hrs)

Overall Objective

- As this is an entry position, you will be trained to acquire the skills needed for this role
- To develop understanding of the business and research objectives and help to design solutions through knowledge of project and questionnaire design, sampling processes, weighting and production of deliverables.
- Assist in managing research projects through the business.

Key Responsibilities

- To understand different sample designs
- To understand the advantages and disadvantages of different data collection methods and the principles of questionnaire design
- To design a simple questionnaire, or discrete modules, and specify programmes under guidance
- To be capable of working with clients through iterations of a questionnaire to reach a final version
- Where appropriate, to coordinate with 3rd parties for translations and the development of postal or telephone questionnaires
- To develop and organise questionnaire development and testing scenarios, draft survey and briefing/debriefing documents, and contribute to the design and delivery of interviewer briefings user guidance
- To possess a good understanding of use of percentages, means, standard errors, medians and confidence intervals
- To design, produce and interpret simple cross tabulation analysis
- To have a basic understanding of statistical testing and how sampling and weighting issues effect analysis
- To begin to have a basic understanding of some of the advanced statistical analysis techniques available
- To write, with guidance, sections or chapters of a report
- Where appropriate, to start to attend external presentations such as the delivery of research findings or sales pitches
- To make a contribution to the drafting of presentations and a degree of user competence with MS PowerPoint attained through 'on the job' experience or specific training
- To write sections of a proposal, with guidance
- To grasp basic policy/subject knowledge required to carry out specific projects
- To begin to develop contextual knowledge about a specialist area, either in terms of research type or sector
- To co-ordinate and manage different project tasks and set timetables, with guidance
- With guidance, to liaise effectively with clients and collaborators and be the main contact for day-to-day aspects of a project
- Possess a basic understanding of principles of costing

Skills required

- Excellent interpersonal skills
- Developing initiative, negotiation and influencing skills
- Problem-solving, analytical and numerical skills
- Ability to deliver results, meet deadlines and manage time effectively
- SPSS, PowerPoint and Excel skills (advantegous)

Personal attributes

- Self-discipline
- Self motivation
- Positive attitude
- Excellent organisational skills
- Excellent written, oral and electronic communication skills

Experience required

- Knowledge of UK markets and sectors

Education and qualifications

- Educated up to degree / HND level in a relevant subject
- SPSS, PowerPoint and Excel skills (advantageous)
- Fluent written and spoken English

To apply please send your CV and cover letter to vacancies@yougov.com

This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the Company's circumstances. This will include providing cover for colleagues as required. The Company therefore reserves the right to vary the job description in consultation with you.

All YouGov plc employees are expected to comply with the Company's policies, rules and procedures as outlined in the handbook, health and safety manual and all other publications.