

Senior Research Executive

Posted: 9th November, 2015

Applications close: 9th December, 2015

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

Overall Objective

- To deliver high quality research that meets the needs of clients
- To maintain, service and develop client relationships

Key Responsibilities

Subject knowledge

- Good knowledge of employment policy and charitable sector issues and their implications on research design.

Project management

- To co-ordinate and manage different project tasks for small projects independently and large and more complex ones with minimal guidance.
- To set timetables, monitor progress and suggest appropriate actions when timetabling problems arise.

Client liaison

- To liaise effectively with clients and collaborators and be the main contact for day-to-day aspects of a project
- To take responsibility for the development of named client accounts with the objective of increasing business activity with them

Presentation and report writing

- To be able, with minimal guidance, to produce a report outline, to write individual chapters or an entire short substantive or technical report.
- To have gained experience in compiling and delivering external presentations.
- To deliver internal presentations where the opportunity presents itself.
- To integrate big data and bespoke data products into custom research for deeper insight

Proposal writing

- To deal with speculative enquiries and to interpret requirements of a research specification.
- To be able, with minimal guidance, to write sections of a large proposal, or an entire proposal for a simple project

Project costing and financial management

- To have a good understanding of how different project components are costed

- Specific knowledge of costing of data products will also be required
- To monitor costs and authorise invoices, highlight and discuss with more senior staff any possible discrepancies between budgeted and actual days spent (or likely to be spent) on different project tasks

Sample design

- Knowledge and expertise in developing bespoke samples for niche groups
- Expertise working with samples within the HR profession and charitable sector
- To possess a good understanding of multi-stage sample design, response rates and sample size calculations
- To specify a sample design to meet the needs of a simple research specification.

Questionnaire design

- To recommend appropriate methods of data collection to meet research objectives.
- To be able, with minimal guidance, to design complex questionnaires and specify programmes.

Survey implementation

- To monitor fieldwork progress to ensure any quotas are met and the survey runs according to timetable

Data analysis

- To be able to mine big datasets and analyse these using statistical techniques such as Z scores
- To be able to interpret data related to employment research and issues within the charitable sector
- To possess a good understanding of use of percentages, means, standard errors, medians and confidence intervals

Experience required

- Experience of day-to-day running MR projects (including client contact survey design and report writing)
- Experience of online market research
- Detailed knowledge of UK employment market and workings of HR professionals
- Knowledge of charity sector including animal welfare or housing charities
- Experience working with clients in employment research and charitable sectors
- Data mining big datasets and integrating these findings with survey research

Education and qualifications

- Educated up to degree / HND level in a relevant subject
- SPSS and Excel skills
- Basic-developing understanding
- Fluent written and spoken English (second European language desirable)

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.

Please send your CV and covering letter to vacancies@yougov.com