

Senior Research Executive

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

Overall Objective

- To work with clients to develop an understanding of their business and research objectives and help design solutions through knowledge of project and research processes, and production of high quality research deliverables.

Key Responsibilities

- Subject knowledge:
 - Good understanding of key policy/subject issues and understand the implications these have for the research design
 - To be able to add insight with use of policy or subject knowledge to explain results
- Project management:
 - To co-ordinate and manage different tasks for small projects independently and large and more complex ones with minimal guidance
 - Make sure projects run on time and within budget. To set timetables, monitor progress and suggest appropriate actions when timetabling problems arise
 - To delegate appropriate tasks to more junior staff (as advised) and supervise the execution of these tasks
- Business development:
 - Write less complex and smaller value research proposals and take the lead on the production of quotes for research.
 - To liaise effectively with clients and collaborators and be the main contact for day-to-day aspects of a project
- Research methods:
 - Assist in identifying appropriate research methods to meet client needs.
- Research delivery:
 - To possess good knowledge of sampling issues and basic analytics. Write questionnaires and topic guides and contribute to the development of more complex ones, and assist in the management of fieldwork and report writing.
- Project costing and financial management:
 - To have a good understanding of how different project components are costed, and conduct costing for small-medium sized projects with guidance
 - 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
- External promotion:
 - To be aware of YouGov's public profile and to seek opportunities to attend conference, training, seminars or other external events that would provide attendees with intelligence about the research marketplace and help to build their specialist research knowledge

Skills required

- Excellent interpersonal skills
- Strong initiative, negotiation and influencing skills
- Problem solving, analytical and numerical skills
- A developing understanding of business/marketplace/sector
- Ability to deliver results, meet deadlines and manage time effectively
- Excellent client focus and handling skills
- Excellent written, oral and electronic communication skills

Experience required

- Experience of running market research projects (including client contact survey design and report writing)
- Experience of online market research
- Strong depth and breadth of primary research, across methods and sectors

Education and qualifications

- Educated up to degree / HND level in a relevant subject
- Fluent written and spoken English