**JOB DESCRIPTION**

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| Job Title | Research Executive | Location/Travel | Bury St Edmunds/London mix of WFH or at one of our facilities in London or Bury St Edmunds.  |
| Reporting to | Ellie Catton | Working Hours/Shift Pattern | Full time (40 hours a week)  |
| Function | Research  | No. of direct reports | 0 |

**ABOUT THE ROLE:**

As Research Executive you work closely with the wider research team to deliver the smooth execution of both qualitative and quantitative research projects. You will be involved at every stage, from recruitment and screening of respondents through to presenting to clients when necessary. You will also play an important role in the execution of any research on site.

As the business grows, we see this role developing and you taking on more responsibilities and projects as they evolve.

This is a flexible role, working to different project scopes, depending on projects and client needs. The role will require you to be a self-starter, have initiative and resourcefulness and have a clear understanding of where the business is going and future developments.

You will need to demonstrate the ability to work customer facing and represent Good Sense Research in the highest professionalism and manner expected. You will need to be an adaptable individual and be able to work both autonomously and as a team. recruiting people to take part, fieldwork, reporting the data and presenting back to clients.

Here at Good Sense we have a community of consumers signed up to do research with us. A major part of your role will be to help manage and grow this community. You will plan and carry out direct marketing to grow the database. Keep a record of each panelist voucher tracker, as well as manage all video diary work.

**KEY PERSONAL ATTRIBUTES REQUIRED:**

* Organized and self-starting
* Confidence and ability to make mid-level decisions without consulting Directors while understanding where it is important to do so
* Ability to spot process errors and build on the Company’s procedures and policies
* Excellent presentation skills
* Strive for the best in all work done
* Ability to train and manage staff both out of the business and within as necessary
* Precision and methodical approach to all tasks
* Proficient with Microsoft office programs
* Friendly, confident and professional manor
* Excellent communication skills
* Flexible with a can-do attitude
* Flexibility towards working hours and ability to travel when needed

**KEY DELIVERABLES:**

Main deliverables:

* To help grow and manage online community
* Work in alignment with Ellie and wider research team on all projects.
* Recognising project requirements and objectives, planning and organizing, and executing the projects with a “sense of urgency”, within set timeframes, and to a high standard.
* Build and maintain relationships with clients and customers.
* Periodic updates and reporting on the status of projects and any key concerns as they arise.
* Periodic updates and reporting on the status of the database, including numbers and how it is evolving.
* Building the database, not only in volume but more geographically represented.

**OBJECTIVES FOR 2021:**

* Drive the operational excellence within the business, introducing systems and protocols as needed with the aim to increase efficiency and expand the department and its function.
* Take on a leadership role with the management of the panel and online surveys
* Take on increasingly more challenging tasks and projects to develop your position and skills within the business.