

## JOB DESCRIPTION FOR THE POSITION OF RESEARCH ANALYST

<u>Location:-</u>	Sydney Office
<u>Reporting to:-</u>	Senior Consultant
<u>Job Purpose:-</u>	Research design, analysis and reporting. Manage the successful delivery of projects on time, on budget and to MHM's high standards.

### Key Responsibilities and Duties:

1. Design quantitative and qualitative research tools and methods;
2. Set up databases/scripts and produce tabulated data for online and iPad surveys and paper questionnaires;
3. Project manage the delivery of projects to a standard that delights our clients
4. Analyse, interpret and report on qualitative and quantitative data. This includes producing reports and other outputs (E.g. client presentations);
5. Carry out data validation and quality control checks;
6. Analyse and report on secondary research data;
7. Take an active part in insight workshops and other collaborative sessions to analyse and model findings and develop conclusions;
8. Liaise with and maintain positive client relationships;
9. Contribute to business development and business winning activities
10. Moderate focus groups, conduct depth interviews, assist at forums;
11. Contribute to developments in survey programming, data output and reporting methods;

### General Responsibilities

12. Work as part of project teams to meet objectives and targets using established internal processes;
13. Liaise with and maintain positive client relationships;
14. Contribute to business development and business winning activities;

15. Keep up to date with research software (including delivering training when new developments are implemented), research techniques (including digital) and new ways of thinking in relevant sectors;
16. Meet business plan targets for chargeable hours. This requires work to be completed in a timely manner and to a high standard;
17. Applicants should note that since MHM serves a large number of national and international clients, they may well be required to undertake work in other cities and countries as and when requested. MHM is based internationally therefore applicants may be required to work flexibly to communicate with employees based in other countries, including early morning or evening Skype calls;
18. Undertake other such reasonable duties as required.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time as circumstances warrant.

Contract: Permanent

Closing Date: 12noon Monday 28 August 2017

Salary: \$50,00 to \$60,00 per annum + superannuation  
(level dependent on current experience)

Candidates must be eligible to work in Australia.

Location: Based in Surry Hills, Sydney.

Benefits: 25 days annual leave plus statutory holidays, annual Company performance related bonus.

Hours of Work:

A full time contract is a minimum of 35 hours per week Monday to Friday.

Applicants should note MHM works internationally and the postholder may be required to work flexibly to communicate with colleagues based in other countries, including early morning or evening conference calls.