

JOB DESCRIPTION FOR THE POSITION OF RESEARCH ANALYST

<u>Location:-</u>	Manchester Office
<u>Reporting to:-</u>	Account Group Lead
<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. Analyse, interpret and report on qualitative and quantitative data. This includes producing reports and other outputs (E.g. client presentations);
4. Moderate focus groups, conduct depth interviews, assist at forums;
5. Carry out data validation and quality control checks;
6. Analyse and report on secondary research data;
7. Contribute to developments in survey programming, data output and reporting methods;
8. Take an active part in insight workshops and other collaborative sessions to analyse and model findings and develop conclusions;
9. Liaise with and maintain positive client relationships;
10. Project manage the delivery of projects to a standard that delights our clients;

General Responsibilities

11. Work as part of project teams to meet objectives and targets using established internal processes. Meet business plan targets for chargeable hours. This requires work to be completed in a timely manner and to a high standard;
12. 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;
13. Contribute to business development and business winning activities;

14. Applicants should note that since Morris Hargreaves McIntyre 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;
15. 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.