

PERSON SPECIFICATION FOR THE POSITION OF RESEARCH ANALYST

General Profile

The successful candidate will:

1. Be highly intelligent – graduate calibre;
2. Have excellent written and oral communication skills;
3. Be a highly organised ‘completer-finisher’ with rigorous attention to detail, who takes pride in seeing a job through;
4. Be able to take responsibility for projects delivered by a team, taking on a range of tasks and responsibilities, adopting a flexible approach to work and adapting to unexpected changes;
5. Be able to work on his/her own initiative, manage time effectively and work accurately and quickly under pressure;
6. Be prepared to work abroad to help conduct our international business as and when required;

Essential Skills & Experience

7. Experience of quantitative data collection, validation and analysis techniques, including working directly with survey analysis or data collection software packages e.g. SPSS, SNAP or Conformat;
8. Ability to analyse qualitative data and quantitative data, identifying the salient issues;
9. Be able to explain and present complex issues in an accessible way, communicating effectively to various audiences. E.g. Experience of writing client / stakeholder reports or delivering presentations;
10. Be a ‘people person’ with the ability to develop strong working relationships with a wide range of people;
11. Have a very good working knowledge of the MS Office suite, including Access or other database software;

Experience, Skills or Qualifications Which Would Be Useful

12. Digitally literate with experience in using online methodologies and social media for research;

13. Experience of managing projects to agreed timescales and budgets, preferably with experience of dealing directly with clients in an agency environment (where your time is accountable);
14. Experience of evaluating websites, apps, social media channels;
15. Adobe Illustrator and InDesign experience;
16. Possess web language/design skills (HTML, CSS, Javascript, Flash, SQL);
17. Knowledge of web analytics;
18. Relevant industry qualification e.g. MRS Certificate or Diploma
19. Have an interest in art and culture.