

## **JOB DESCRIPTION FOR THE POSITION OF RESEARCH EXECUTIVE**

<u>Location:-</u>	Manchester Office
<u>Reporting to:-</u>	Account Group Lead
<u>Job Purpose:-</u>	Manage the successful delivery of research projects, undertaking research design, data collection and analysis to deliver projects on time, on budget and to MHM's high standards.

### Key Responsibilities and Duties:

1. Project manage the delivery of projects, working with project teams to ensure delivery on time and on budget, to a standard that delights our clients;
2. Design quantitative and qualitative research tools and methods;
3. Conduct primary qualitative research and source secondary research;
4. Analyse, interpret and report on qualitative and quantitative data. This includes producing reports and other final outputs of projects (e.g. client presentations).
5. Help to develop and maintain our positive relationships with clients, acting as the main point of contact on your projects;
6. Take an active part in insight workshops and other collaborative sessions to analyse and model findings and develop conclusions;
7. Contribute to business development/ business winning activities;
8. Contribute to the development of new products, evaluation tools/methods and improved systems;

### General Duties:

9. Keep up to date with research techniques and new ways of thinking in the sector;
10. Work as part of the team to meet objectives and targets of the business plan, using established internal processes.

11. Meet business plan targets for chargeable hours;
12. 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 U.K cities and countries as and when requested;
13. Undertake other such reasonable duties as required by the Directors.

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.