

## PERSON SPECIFICATION FOR THE POSITION OF RESEARCH EXECUTIVE

### General Profile

The successful candidate will:-

1. Be highly intelligent – graduate calibre;
2. Have excellent written and spoken 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, including the ability to adapt to unexpected changes;
5. Be able to work on his/her own initiative, manage time effectively and work accurately and quickly under pressure;
6. Have an interest in art and culture
7. Be prepared to work in other U.K locations and abroad to help conduct our international business as and when required;

### Essential Skills & Experience

8. Be a ‘people person’ with the ability to develop strong working relationships with a wide range of people;
9. Be able to analyse qualitative data and quantitative data, identifying the salient issues;
10. 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 presentations;
11. Have a good working knowledge of Microsoft programmes;

### Experience Which Would Be Useful

12. Experience of conducting primary qualitative research using a range of methods;
13. Experience of managing projects to agreed timescales and budgets;
14. Knowledge of relevant social science and research-based disciplines;

15. Experience of working in an agency environment (where your time is accountable);
16. Digitally literate with experience in using online methodologies and social media for research and communications;
17. Experience of using data analysis software e.g. SNAP.