

## **JOB POSTING – LONDON, UK**

### **Middle East Senior Research Executive**

ORB International seeks proactive, highly analytical individuals to help us serve our growing portfolio of clients. This is a superb opportunity for ambitious detailed-oriented people with strong interests in research in the Middle East with experience in overseeing and delivering primary research products, and executing analysis reports.

This position offers the opportunity to work on ORB's Middle East Business Unit, on a range of projects across the region. Our work covers some of the most important contemporary issues (security, democracy, development, defense etc.); this role will suit people with interests in international politics and backgrounds in primary research.

Candidates must be experienced in delivery quantitative and qualitative research projects and demonstrate a high degree of analytical report writing and ability to present to senior stakeholders. Candidates must be resident in the UK or have the right to live and work in the UK.

The responsibilities for the Middle East Senior Research Executive include, but are not limited to:

#### **Project management & delivery**

- Take the lead on designing research instruments for review by senior staff – understand how client requirements translate into research
- Be aware of timelines and specification to ensure that we deliver to a high standard. Plan project milestones to ensure that we hit deadlines and escalate to senior staff if necessary
- Be prepared to be the main client point of contact for smaller jobs – proactively look to share interesting results and updates to the client throughout fieldwork
- Deliver reporting design and analysis on small projects with little input from senior staff. Support the broader team in delivery of more complex project design. Demonstrate an ability to keep the client's research objectives in mind and ensure that our delivery meets their expectations.
- Support senior staff with report writing, developing a clear writing style, and communicating research findings in clear and concise language (level of responsibility depends on the size of project).
- Implement problem solving with local teams prior to escalating to senior staff

#### **Communication and escalation**

- Demonstrate excellent communication skills – know when email communication is inappropriate and escalate with calls when appropriate. Communicate well with clients with little input or monitoring from senior staff
- Know when to escalate issues to senior staff and suggest proactive solutions. Demonstrate creative problem-solving skills.

#### **Client management**

- Always demonstrate effective communication with clients. Be confident in suggesting research solutions, delivering updates, and solving most issues with fieldwork.
- Confidently explain the benefits of both qualitative and quantitative research methodologies and how these can be used to meet the client's needs

- Demonstrate ability to present findings to clients in an engaging and professional manner. Lead online and in-person briefings with clients. Be prepared to do this with little support from senior staff and advise client on how to best interpret / use results.

### **Commercial management**

- Be aware of project budgets – check budgets for paid out costs (travel budgets, fieldwork costs, translation etc.) and escalate to project manager if any overruns detected
- Gather costs for projects using costing template and be aware of what is an appropriate rate to charge for our services in each region. Demonstrate the ability to negotiate costs effectively with suppliers as well as clients.

### **Business development**

- Support account directors in searching for new business opportunities
- Contribute to proposal writing, taking the lead on smaller proposals and confidently writing about ORB's capabilities and experience. Work with senior staff to produce more in-depth proposals for complex projects
- Where appropriate, liaise with Business Development staff about meeting potential local contacts or clients while traveling on a project

### **Personal development**

- Volunteers for skills-sharing between ORB UK and ORB US. Aim to lead the conversation about new research methodologies and interesting developments in the industry
- Work towards being a subject-matter expert in your field. Proactively seek out background information on the areas in which we work which can be used to inform ORB's work.
- Assess needed or advantageous skill building classes, seminars, or conferences – language classes, evaluation related classes, scripting classes, GIS (Geographical Information Systems) classes, etc. – that will help build necessary skillsets

Salary and benefits are commensurate with experience. ORB International is an independent, privately-owned research agency. Please send a cover letter, CV and writing sample with the subject line 'ORB Job Search [ROLE]' to [rhazell@orb-international.com](mailto:rhazell@orb-international.com) and to [mspeed@orb-international.com](mailto:mspeed@orb-international.com). The position is based in London, UK and would involve 3 days a week in the office.

Depending on the number of applications received, we may not be able to respond to all applications.