**Key responsibilities – Research Executive**

**Overview:**

* Research executive is primarily a support role that is task-based (data checking, charting, managing QC, etc.)
* Open to different experiences but 6 to 12 months in a research agency is preferred
* Senior staff will help to organize responsibilities and explain process if necessary (though more independence develops over time). Never be afraid to ask more questions and check-in with project management to ensure expectations are met
* Should work towards being able to manage the entire research process on small projects (single country or repeat projects)
* Generally expected to escalate project issues to senior staff – However, proactive solutions are encouraged.
* Business development to support senior team only

**Project management & delivery**

* Support project team in instrument design – suggest unbiased and balanced questions that fit with the client’s research objectives
* Support project team in project preparation: instrument scripting management, translation process, training preparation, supplier management and sampling
* Travel – conducting training, and supplier briefings as required
* Manage quality control process and ensure that audio/GPS/timestamp checking process is properly assigned to temporary staff (Interns)
* Check data for any anomalous results throughout fieldwork and report these to project manager
* Maintain, manage and document all research materials and data in appropriate databases, making sure that there is documented track of all changes
* Support project team in reporting design and analysis. Compile charts and other graphics and write short summaries of research results.
* Take notes from focus groups and use these to form summary reports for clients
* Support project team in ensuring accuracy of deliverables – check tables, datafiles and reports for accuracy. Ensure that problems and issues are reported to project manager immediately
* Actively participate in project inception and final review meetings, and add completed project numbers and descriptions to website tracking and Experience list

**Communication and escalation**

* Communicate quickly and efficiently with clients and project team – keep email communications concise and avoid communicating sensitive information in written format if possible – Phone conversations are encouraged where appropriate
* Identify and escalate problems with projects to senior staff – suggest constructive solutions where possible.

**Client management**

* Be aware of how communication with clients reflects on ORB at all times – work with project team to understand client expectations and preferences for communication. Ask project manager/account director to review communications if uncertain about content.
* Understand how client requirements translate into research projects – keep in mind the key research questions at all times and question whether we are answering these effectively
* Contribute to discussion with the project team about research design

**Commercial management**

* Collate reports on QC and project efficiency for reporting to account directors.
* Prepare contracts for local vendors, complete with correct project requirements and descriptions, pricing, invoicing instructions, job numbers, and quality control requirements.
* Create invoice tracker for all projects, and review all invoices from vendors for accuracy (job numbers, appropriate pricing, and banking information) and communicate those ready to be paid with accounting team.
* Where appropriate, conduct vendor market surveys to increase competitive pricing among ORB suppliers

**Business development**

* Support team in proposal writing, ensure accuracy and concision throughout
* Contribute to discussion with account directors on strategic direction of the company – identify opportunities where ORB may be able to capitalize
* Take photos and post to company twitter while traveling on projects

**Personal development**

* Proactively look for opportunities to take on business responsibilities not solely related to project work.
* Proactively look to develop and deepen your knowledge on a particular, relevant subject area, and working with senior staff to identify potential training or development opportunities

**Desirable Skills – not essential**

* Russian, Georgian, Ukrainian or Romanian speaker
* Background in or understanding either commercially or academically of Eastern Europe and/or former Soviet Republics
* Extensive experience of data analysis and visualization tools such as SPSS or Power Bi