



Job Description – Research Manager

Research Manager based in Solihull, West Midlands. Salary package £23k - £30k depending on experience.

Job purpose

Involvement in all aspects of full service market research, including assisting in the design and implementation of research studies, making effective use of research methodologies and IT. In conjunction with colleagues, plan and manage research projects, from the development of the research proposal through to implementation and communication of results and recommendations to clients.

Overall responsibility

Assist in the management and planning of research projects; designing, implementing and reporting studies that fully meet clients' requirements and satisfy the stated objectives, observing cost constraints and timescales.

Duties

- Assist in the design and implementation of qualitative and quantitative research studies
- Undertake interviews and focus group discussions as necessary
- Analyse and interpret data, report and present research findings
- Assess the statistical accuracy and limitations of research data
- Ensure projects are delivered to a high standard of quality that meet clients' expectations and timescales
- Assist in the management and development of client relationships, liaising with clients on a regular basis to provide project and progress updates
- Assist in the identification and exploitation of new business opportunities
- Contribute to Research by Design's website and web presence through news items and case studies
- Carry out administrative and other duties in support of the studies being undertaken