

Project Manager – Job Description

Reports to:

Research Director/Associate Director.

Job purpose:

The day-to-day management of multiple research projects with minimal supervisory input. We are looking for someone with both quantitative and qualitative research skills. In addition, Project Managers are likely to assist Directors with sales work such as drafting proposals.

Key Accountabilities:

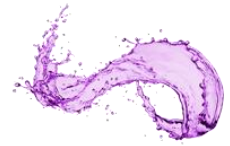
- To ensure that projects are resourced and implemented correctly, to the satisfaction of the client, within budget and on time.
- Responsibility for questionnaire design and implementation.
- Management of the analysis, interpretation and reporting process so that the project reflects the Client's business objectives in the presentation and reporting of findings.
- Report writing and presentation creation including client recommendations.
- Project Managers can also expect to take increasing responsibility for the presentation of results to clients, in particular ensuring that the results are communicated clearly.
- Project Managers will be asked to conduct depth interviews and moderate focus groups and be involved in the drafting of moderator briefs. Ensuring that all day-to-day (i.e. project related) client liaison runs smoothly.
- Allocation of internal or external resources to complete a project, including selection of freelancers and/or fieldwork partners where not already defined as part of the proposal.
- Negotiation of acceptable costs and contract agreements with suppliers.
- Guiding any research executives working on a project to understand exactly what is required of them and training them if necessary.
- Overall management of the research team and suppliers.
- Budget control and time spent monitoring job cost summaries regularly.

Nature and scope

RS Consulting Ltd (www.rsconsulting.com) is a full service market research agency operating across four main sectors: B2B, technology, social research and finance/ professional services. With around 45 employees and turnover of £7million, it trades under several brands including RS Consulting, Consensus Research and **mrug** and is based in Battersea.

Research is conducted in accordance with the MRS Code of Conduct and the Data Protection Act 1998 and employees are required to understand the implications of this.

RS Consulting Ltd is truly international and over 60% of research is generated overseas. The job requires liaison with UK and overseas agencies, often involving handling languages other than English. It may also involve travel to other locations (both national and international).



Knowledge, qualifications and experience

The position requires a numerate, intelligent graduate with several years' experience of market and/or social research; this role will require the candidate to confidently manage projects that combine quantitative and qualitative phases.

The role is likely to entail work with government clients in particular. Strong report-writing and presentation skills are therefore essential; evidence of published research reports would be highly beneficial, as would experience of managing public sector clients. Experience of research within financial/ professional services or our other sectors would also be an advantage.

Experience of managing large-scale, complex quantitative research projects would be particularly beneficial; and advanced knowledge of statistics, SPSS and/or Excel would be useful but is not essential.

Finally, evidence that the candidate can contribute to the wider objectives of the company will be beneficial.