



Senior Research Executive/ Research Manager

BVA BDRC

At BVA BDRC we help our clients get closer to their customers, stakeholders and employees by translating research outputs into business intelligence that's ready for action. We do this through a range of market leading insight tools and a dedicated team of experts.

The business is organised around a number of key sectors – hospitality, finance, media, transport, travel and tourism, and we are recognised as leaders in these areas. Our innovation in how we address business challenges crosses these, with specialisms in brand, customer experience, product development and market development.

We have offices in London, Washington DC, Australia, South Africa, Singapore, Indonesia and Beijing.

Travel, Tourism & Leisure team (TTL)

The TTL team sits within the On the Move division, working alongside the Hospitality and Transport teams. We work with many of the UK's leading attractions and industry bodies. Our work is varied – visitor satisfaction and brand tracking is mixed with strategic and tactical ad hoc projects from audience development, to offer/ membership/ pricing/ marketing optimisation, to identifying and monitoring sector trends.

The Role

This is a wide ranging role which will suit an effective all-rounder with great attention to detail and good client manner.

The successful candidate will take responsibility for managing some key accounts for the team and will need to demonstrate proficiency in qualitative as well as quantitative project delivery across the spectrum of client insight challenges.

Key responsibilities will include:

- Managing projects from start to finish, reporting to the project director and in some cases supported by a junior member of staff. This will include:
 - Client liaison through the project
 - Designing fieldwork materials (questionnaires, discussion guides etc), and DP specifications
 - Compiling reports and writing commentary including summaries and recommendations, ensuring that these are accurate, accessible and insightful
 - Presenting findings back to the client, alongside the project director.
 - Managing project costs and schedule to ensure projects are completed on time and to budget
- Assisting with the writing and preparation of proposals, including project costings
- Contributing to team marketing, by writing blogs, posting LinkedIn updates etc.
- Contributing to team and company-wide innovation by continuously looking for ways of improving project efficiencies and outputs, and by sharing sector knowledge, and research innovations learnt from projects, conferences, personal reading etc.

Skills / Experience / Competencies

The successful candidate, who will be a graduate with a strong degree from a reputable academic institution, will come from a research background, in-house or client side, possessing the following attributes:

- Outstanding organisational skills and an aptitude for simultaneous project management.
- Demonstrated effectiveness in interpreting data and articulating the business implications
- Proven ability working to deadlines and managing competing priorities
- High level of competence in both Excel and PowerPoint
- Excellent written and verbal English
- An eye for detail, in particular the ability to spot irregularities in data and to establish the source of the problem
- Good interpersonal skills that will facilitate strong working relationships with team members, external partners and clients
- Ambition and drive to learn and progress in the organisation

Desirable additional experience includes:

- Working in a research agency environment
- Managing face to face tracking studies
- Experience of online data collection methodologies and consumer panels
- Qualitative focus group moderation
- SPSS, Q, Marketsight, Tableau or another data analysis/ visualisation platform
- Background or experience of the culture, tourism or leisure sectors

Further Details

The position is based at the company's London head office, a stone's throw from Holborn tube with Central and Piccadilly Line connections and close to Covent Garden.

Staff benefit from a contributory pension, optional discounted private health insurance, discounted gym membership and interest-free travel loan or cycle to work scheme, as well as numerous opportunities to volunteer or take part in charity events. The company also has an active social life, with weekly Wine Club on Fridays and regular events organised by our social committee – we've baked with ex-Bake Off stars, played zorb football and abseiled in the Olympic Park (and all within the last year).

Please direct enquiries and CVs to Katie Vosper at Katie.vosper@bva-bdrc.com