

Job Role guide

- 1 Job title: Project Manager
- 2 Department/Section: Projects
- 3 Main purpose of job: Manage the development, execution and delivery of continuous multi-client surveys and ad hoc research projects.

4 Key result areas/key tasks/main duties

The position combines understanding of a broad range of research methodologies (Qualitative and Quantative) together with experience of multiple project management. Interpreting and presenting information and data

1. Managing development execution and delivery of continuous multi-client surveys and ad hoc research projects.
2. Liaising with clients
3. Managing client relationships
4. Ensuring accurate delivery of online surveys
5. Positively contributing to business and product development
6. Meeting with clients to negotiate and agree research projects
7. Formulating project plans/proposals
8. Researching topics in the higher education (HE) sector
9. Designing questionnaires and managing fieldwork
10. Briefing researchers, interviewers and data analysts
11. Monitoring the progress of research projects
12. Working with survey data to Interpret findings, including surveys and focus group transcripts
13. Writing detailed reports and presenting results

5 Responsibilities

1. Client meetings
2. Client liaison
3. Analysis
4. Interpretation
5. Presentation
6. Writing
7. Multiple project management and Quant surveys
8. All other relevant duties

6 Responsible to (reporting relationship)

COO/Research Director

Person specification

Qualifications and experience:

1. Multiple research Project management
2. Surveys
3. Knowledge of Microsoft programs and data systems
4. Excellent telephone manner
5. Excellent writing skills
6. Ability to show professionalism, courtesy and talk confidently with and manage people

Person specification

1. Essential: Graduate from HEI or equivalent
2. Preferred: project management qualification
3. Market research and project management experience; preferably in a big agency setting, and including web-based research
4. Team player
5. Fantastic initiative
6. Excellent communication skills
7. Attention to detail and highly accurate
8. Good organisational skills
9. Ability to work under pressure and to deadlines
10. Positive outlook
11. Ability to work with project team members to overcome challenges and achieve goals
12. HE knowledge an advantage, but not essential
13. Ability to moderate focus groups and to conduct in-depth interviews an advantage
14. Able to use Microsoft Word, Excel, Outlook and PowerPoint Project management
15. Good numeracy skills
16. An interest in the education sector desirable