Job Description – Research Analyst

Main tasks

Your main tasks will be associated with delivering TBR Observatory projects and contributing to the development of TBR's datasets.

Observatory projects:
As a Research Analyst you will deliver analytical outputs to a very high standard, which will be used as the evidence base for the research outputs TBR delivers for its clients. The goal of all of our work is to build upon and develop our corporate reputation for high quality. You will be in a position to provide knowledge direct to the client, into Observatory projects and also into other research projects delivered by our Research and Consultancy team. When operating as Project Manager for specific studies, you will be in a position to manage small contracts, working with a Project Director to take responsibility for delivering the agreed project outcomes.

Dataset development:
As a Research Analyst you will be heavily involved in the use, analysis and development of TBR's own business dataset, TCR. You will learn the structure of the data, how to access it and - perhaps most importantly - how the information should be interpreted. With this knowledge in hand, you will take on responsibility for the development and creation of high quality analytical outputs for use by TBR in its research.

As part of delivering these two key aspects of the role, a Research Analyst will undertake the following key tasks with minimal support/supervision;

- Data acquisition and extraction, data analysis (quantitative and qualitative), data presentation, GIS mapping, reporting and presentations.
- Provision of advice to colleagues on appropriate use of data and data methodology
- Planning, management and delivery of small projects.
- Liaising with clients over project progress and delivery.
- Contributing analytical outputs to tender proposals as part of the business winning process.
- Proactively developing analytical processes and expanding the range of data available to apply to projects (both internal projects and projects for clients).

As Research Analyst you will also be required to:

- Contribute to the training and development of colleagues, as appropriate, in the form of formal and informal training and knowledge sharing.
- Maintain up-to-date understanding of relevant policy changes specific to one or more of TBR's 'domains' identified above.
- Keep appropriate records in line with company policies and procedures (particularly in fulfilment of the company's objectives in relation to quality standards).

Responsibilities

Research Analysts are responsible for:

1. Delivering Observatory tasks and outputs to a high standard of quality
2. Completing Observatory tasks on projects managed by themselves as well as those managed by others, to time and budget.
3. Managing projects of small size, delivering the agreed result, including meeting of all deadlines and financial targets.
4. To support the Head of Observatory in developing and enhancing the company's analytical resources, consistent with company aims and objectives.
5. Other defined activities as agreed with the line manager.

Competencies

1. Delivering and executing projects.

   Understanding and appropriate application of quantitative research methodology, strong analytical ability, a keen interest in assessing and understanding different data sources, excellent analytical skills and high level information presentational skills.

2. Project management & delivery.

   Excellent people/team skills, ability to manage small scale projects and work as part of a project team on medium or large sized projects, strong communication skills, ability to manage external relationships (client and partner companies) ability to deliver to financial targets.

3. Dataset development.

   Familiarity with SQL/Access style datasets, working with the Head of Observatory to develop new products and services and also efficiencies within the dataset.

4. Intellectual capital and capacity.

   Analytical/Statistical output creation, critical thinking and analysis, creative thinking, problem solving and decision making.

5. Interpersonal skills.

   Developing constructive, productive and sustainable relationships with colleagues, collaborators/associates, clients and potential clients, clear and effective communication and delegation skills.