

# Job description

## Research Consultant

wavehill™

social and economic research  
ymchwil cymdeithasol ac economaidd

Wavehill is an independent social and economic research company with offices in Aberaeron (West Wales), Bristol, Newcastle and London. The company is employee owned, has 31 members of staff and has been working across the UK for 30 years.

### Job summary and details

**Title:** Research Consultant (Economic Development and Social Research)

**Location:** Newcastle

**Salary:** £22-500- £25,000 plus bonus\* and pension contributions

**Summary:** The Research Consultant will provide high quality support to members of the Wavehill team. Post holders will be involved in all aspects of the company's work including tendering, questionnaire design, fieldwork (qualitative and quantitative), data analysis and reporting. The successful candidate will receive training and support to develop their skills across a range of disciplines.

### Roles and responsibilities

- Undertaking desk research (literature and policy reviews)
- Socio-economic data collection and analysis
- Designing questionnaires and research tools (qualitative and quantitative)
- Undertake in-depth stakeholder interviews (face to face and telephone)
- Undertake telephone and face-to-face surveys
- Contributing to facilitation of focus groups / group discussions
- Quality control of data collected by the research team
- Analysis of qualitative and quantitative data and information under the supervision of consultants and senior consultants
- Drafting reports / elements of reports under the supervision of consultants and senior consultants
- Participating in presentations for the reporting of findings as required
- Attending meetings with Clients as required
- Contributing to the preparation of tenders / pitching as required
- Producing content for the website / social media to promote Wavehill's work
- Attend conferences and events as required
- Lead knowledge sharing sessions as required.

### Requirements

#### Essential

- Degree in economics, geography, the social sciences or other relevant discipline, 2.1 minimum
- Analytical skills
- Excellent written and verbal communication skills
- Well organised, with excellent attention to detail
- Ability to work effectively as an individual and/or as part of a team
- Ability to work to and meet deadlines and maintain quality
- Ability to travel to undertake fieldwork

#### Desirable

- Work experience in economic development, community regeneration, the third sector or related activity
- Social research skills (e.g. questionnaire design, analysis of qualitative data)
- Quantitative analytical skills
- GIS skills (QGIS, etc)
- Driver's licence

\*Staff become eligible for a bonus after completing a three-month probation period. If you join the company part way through a financial year, the level of bonus will be a proportion of the company wide bonus reflecting the proportion of the financial year that you have been working (e.g. 6 months = 50% of the bonus). The paying of a bonus and its level is subject to company performance and Director discretion.