

Research Analyst

Job Description

Department:	Research and Insight
Reports to:	Head of Research and Insight
Direct Reports:	None
Location:	London



Job Purpose

We are currently seeking a Research Analyst for our Research and Insight Team who will:

- Work to support the delivery of a challenging and engaging research and insight programme for CMI, supporting our brand, reputation, thought leadership and proven value work streams.
- Deliver research, analysis and recommendations that influence and support the agenda of CMI, our membership and wider stakeholders.
- Deliver personal and departmental goals in line with the objectives of the wider team, Directorate and CMI.
- Be a credible ambassador for CMI, role modelling CMI values and its professional code of conduct.
- To ensure that all CMI resources are utilised effectively and responsibly, through a culture of continuous improvement which delivers value for money and quality service standards.
- To fulfil the key responsibilities of the job role in a professional manner adapting to changing circumstances and re-prioritising accordingly.



Key Responsibilities

- To support an engaging and collaborative research and insight programme for the CMI focussing on management and leadership.
- To work closely with colleagues within our policy department to define research aligned to our policy agenda and recommend the most appropriate methodology.
- To design, undertake and commission surveys of CMI members and other key stakeholders, working with research agencies as appropriate.
- To undertake original statistical analysis of CMI survey data using Excel and/or Gsheets, mapping across to other survey data as relevant.
- To identify, review and analyse external sources of research and data, including but not limited to: Government, regulator and industry surveys, ONS, regulator and other data sources relating to management and leadership and think-tank papers and analysis.
- To identify and find approaches to address evidence gaps that impact upon the delivery of CMI strategic objectives.
- To contribute to research presentations, reports and briefings across the range of management and leadership issues that take forward and develop CMI positions.

- To present or introduce insight findings across CMI to key stakeholders, with actionable recommendations for decision making.
- To contribute to the development of effective working relationships with CMI's strategic partners.
- To provide quality assurance across insight outputs produced across CMI.
- To work flexibly within the research and insight team to contribute to support wider strategic projects across CMI as and where appropriate.
- Undertake any other duties and responsibilities appropriate to the post. To deliver the KPIs of the team in line with the wider aims and objectives of the department, directorate and CMI.
- To monitor and measure the functional areas performance on a continuous basis.
- To report progress against KPIs in line with CMI's reporting procedures.



General Responsibilities

- To ensure that efficient methods of delivery are built into all planning and objectives.
- To work collaboratively with peers and internal and external customers.
- To adhere to CMI's Customer Service Charter.
- To comply with internal and statutory procedures relating to finance, IT, the environment, equipment and health and safety.
- To manage and maintain CMI data systems to ensure accurate and relevant data is available.
- To ensure that people are managed, motivated and developed to achieve optimum performance.



Who we are looking for

With demonstrable experience of undertaking research either in an agency or client side, ideally in the field of education or consumer research, you will have experience of using quantitative and qualitative approaches to undertake insight projects. With experience of survey research and data analysis using Excel or Gsheets, you will be highly numerate with excellent IT skills.

You will have experience in surveys and data analysis and have the ability to communicate information to senior and/or non-technical audiences.

You will also possess the following;

- Have a strong interest in management practice
- Be a real team player
- Able to tell a meaningful story with data
- Interested in understanding attitudes and behaviour of different groups
- Able to communicate effectively with key stakeholders
- A "can do" attitude
- A self-starter, who works proactively to achieve targets and deadlines
- The ability to work at pace without compromising quality

If successful, you will join the Research and Insight Team working alongside one other research analyst. The team is a fundamental part of the CMI, using research, data and insights to demonstrate the impact of our training and qualification offers, support our thought leadership, promote our brand and drive business decision making.

The CMI approach is to work collaboratively and flexibly and you may be required to take on additional responsibilities as and when required to support the business

It is your responsibility to ensure that your own professional development and knowledge of CMI products and services are fully up-to-date at all times and you should optimise all CMI resources available to you as well as make your line manager aware of any training required to enable this.

CMI is an equal opportunities employer. You should be committed to ensuring that within the framework of the law, that our workplaces are free from unlawful or unfair discrimination as defined by the Equality Act 2010.

Name.....

Signed.....

Date.....

PERSON SPECIFICATION - Research Analyst

Please make sure, when submitting your application documents, you give clear examples of how you meet the essential and desirable criteria.

Education and Training	Essential	Desirable	Assessment
Educated to degree level or equivalent, with training in research methods or professional equivalent.	x		1,4
GCSE English Grade A-C or equivalent	x		1,4
Experience	Essential	Desirable	Assessment
Experience working with quantitative and qualitative research techniques to deliver insights, either client side or in an agency	x		1,2
Experience of telling a meaningful story with data	x		1,2
Experience of effectively managing research projects.	x		1,2
Proven experience of undertaking research in the field of business, management or education		x	1,2
Specialist Knowledge/Skills (job related)	Essential	Desirable	Assessment
Interest in social research, including business, management and education	x		1,2
Excellent working knowledge of survey software (such as survey monkey or SNAP) and data analysis programmes	x		1,2
Experience of carrying out basic analysis of large datasets, using Excel or Gsheets	x		1,2
Familiarity with relevant data sets (in particular National Student Survey, Destinations of Leavers from HE survey, Management and Expectations survey).		x	1,2
Skills and Abilities	Essential	Desirable	Assessment
A solid analytical mind and a keen interest in furthering own knowledge	x		1,2
Adaptable and able to work in a fast-moving environment	x		1,2
Able to communicate effectively with key stakeholders	x		1,2
Excellent attention to detail	x		1,2
Ability to produce written work of high quality within agreed time scales	x		1,2
Possess a proactive attitude combined with an ability to take initiative	x		1,2
Able to work in a team	x		1,2
Other requirements (Job specific)	Essential	Desirable	Assessment
Willing to undertake training as required	x		
Occasional/regular UK travel	x		1,2
Able to attend meetings outside office hours		x	1,2

(1 = Application documents 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that CMI policies are reflected in all aspects of his/her work, in particular those relating to;

Equal Opportunities

Health and Safety

Bullying & harassment