

Position	Research Officer (Daresbury, Leeds or Sunderland)
Reports to	Research Manager (Sunderland office)
Starting salary	£30k to £35k

PURPOSE
<p>RTC work in partnership with Innovate UK and Enterprise Europe Network to support innovative and high growth potential businesses across the North of England.</p> <p>The role will support some of the most ambitious, high growth potential innovative SMEs in the North of England and help them to Survive, Stabilize and Grow. In tandem, the role will also focus on helping companies to benefit from national and global opportunities so companies could become tomorrow's global success stories.</p> <p>We now require an enthusiastic Research Officer with at least 5 years' experience preferably in a business information environment to conduct desk based research for clients operating in a wide range of industries, sectors and markets to support them with their start-up idea or enable them to navigate challenges in the current economic market. The position will support RTC delivery teams operating out of our offices in the North East, Yorkshire & Humber and the North West, and can be based in any of these offices.</p>
DESCRIPTION
<p>The role will involve:</p> <ul style="list-style-type: none"> ▪ Desk research for clients covering: <ul style="list-style-type: none"> ○ Market trends (legal, regulatory, technological and global issues) ○ Market analysis (volume and value, potential for growth, demographics of customer base) ○ Industry trends (stakeholders, competitor analysis). ▪ Analysing information and data as required and presenting it in a professional, comprehensive and appropriate report, spreadsheet or PowerPoint format. ▪ Proficient use of all appropriate IT systems and sources relevant to information services. ▪ Supporting the Research Manager with desk research and information requests when needed.

This is a full time, permanent post and may include other duties not specified above.

SPECIFIC REQUIREMENTS		
	Essential	Desirable
Qualifications / education	<ul style="list-style-type: none"> ▪ Educated to degree level, including a library / information qualification. 	
Skills / training	<ul style="list-style-type: none"> ▪ Secondary desk based research. ▪ Creative, lateral, analytical and problem-solving skills. ▪ Good communications skills, both oral and written. ▪ Able to present information in a clear, comprehensive and professional manner, with attention to detail and accuracy. ▪ Excellent IT skills. ▪ Knowledge of and experience of using specialist information systems and sources, statistics, networks and contacts. ▪ Excellent time-management skills with proven ability to meet deadlines and work well under pressure. ▪ Self-starter who is able to work under own initiative as well as being part of a team, sharing knowledge and contributing ideas. 	<ul style="list-style-type: none"> ▪ Advanced knowledge of Excel. ▪ Knowledge of primary research techniques, including questionnaire design.
Experience	<ul style="list-style-type: none"> ▪ 5+ years' experience working in the research / information sector, preferably in a business environment. 	<ul style="list-style-type: none"> ▪ Experience of writing research reports.
Other	<ul style="list-style-type: none"> ▪ A full driving licence and willingness to travel and work outside normal business hours. 	

HOW TO APPLY
<p>Please send your CV, covering letter and your current salary to Joy Branigan, Research Manager at: joy.branigan@rtcnorth.co.uk</p>

