



Research Associate

Job Specification

To own the delivery performance of retained search and talent consulting assignments up to shortlist stage and beyond where appropriate.

Reporting to: Head of Research
Location: Harrogate Office

Research responsibilities:

- Desk research: utilise web, database and other available media in order to provide company target information and to map or identify key source/candidate targets, demonstrating hierarchical structure where possible
- Take ownership of the solution design of any given assignment in consultation with the Head of Research or Consultant, providing continuous re-evaluation of the solution design in order to obtain a successful end result
- Communication with Assignment Consultant on a regular basis to ensure expectations are aligned with regards delivery capability on each assignment, bearing in mind ease/difficulty of candidate identification, market rate for salary and appeal to client company
- Research and prepare presentations for client presentations/proposals
- Prepare longlist and shortlist reports to send to clients

- Prepare and write candidate appraisals
- Attend client meetings, interviews and other relevant meetings when necessary
- Become a Profile champion, ensuring all information relating to an assignment is entered onto the database
- Build hot lists of candidates/sources to use for future assignments
- Participate and/or organise events for candidates and clients when necessary
- Put together ideas and in due course write blogs on relevant industry topics

Data management:

- Scanning and uploading candidate documents to the database
- Administering all incoming applications on behalf of consultants
- Supporting the ongoing cleansing of candidate and client records on the database
- Maintaining the quality management system
- Supporting team with client management information requests