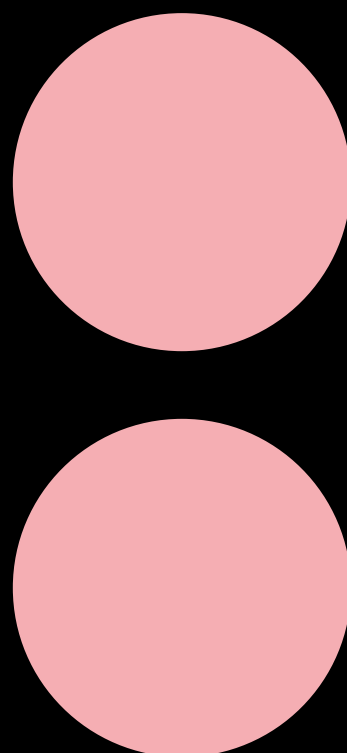


September 2023

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**Savanta UK**

**Role Specification:  
Graduate Executive,  
Research, Insights &  
Consulting (RIC)**



Classified: Private

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**Location:** London

**Business Area:** Research, Insights & Consulting

**Reports to:** Senior Consultant

## **Graduate Executive | RIC | London**

This position sits within the UK RIC team, focusing on delivering high quality insights and supporting senior members across a range of clients.

As a Graduate Executive at Savanta, you'll receive first-class mentorship and training on a breadth of research methodologies, techniques, and systems, whilst getting hands-on experience and learning on the job. After an induction process in which you'll learn all, you need to know about the work we do and how we do it, you'll get to support our project teams' day to day activity.

### **In this role you will have responsibility for:**

#### **Client Account Management & Delivering Projects**

- *Overall:* Supports other team members in the successful delivery of projects and smooth running of client accounts
- *Project Management:* Shows an understanding of good project management principles, operating in-line with the Savanta way of working, ensuring compliance with GDPR and ISO 27001; Completes the standard project tasks as per project workflow; Knows what stage projects are at, and where relevant documentation can be found
- *Fieldwork:* Monitors fieldwork (completes, quotas, etc.) and updates project team; provides written fieldwork updates to client; checks scripts
- *Analysis:* Drafts coding specs and tab specs with support; Checks data and tables for quality and accuracy; Summarises audio recordings and transcripts from qualitative fieldwork
- *Reporting and Delivery:* Attends and contributes to internal analysis sessions; Charts data, checks charted data against source; Attends client debriefs

#### **New Business & Commercial**

- Is aware of the need to monitor and manage project costs
- Sources supplier/ third party costs, by completing RFQs in line with instructions

#### **People & Team**

- Develops a good working relationship with other team members
- Meets company expectations and displays company values
- Acts as a strong team player

#### **Personal Development/ Profile at Savanta**

- Develops knowledge of the research process (internal/ external)
- Keeps up-to-date with the market research industry by reading relevant news, publications, reports, etc.
- Actively own personal development goals and works closely with managers to achieve them
- Develops full understanding of / compliance with GDPR and ISO 27001 standards
- Raises the profile of the company through sharing relevant content on LinkedIn, social media, etc.

## **About You**

An Exec is someone seeking to build their skills by facilitating the work of the wider team, whilst thinking about where and how they will progress.

Execs are not expected to be perfect at everything but are expected to enthusiastically get involved with a wide range of tasks helping the wider team to make client deliverables the best they can be.

Strong Execs demonstrate a positive attitude at all times, a willingness to learn, and have a strong work ethic. Beyond their work, they are building a point of view on where and how they will develop within Savanta.