

Job Description		BUSINESS RESEARCH CONSULTANT
Salary:	Negotiable	
Reporting to:	Richard King	
Contract Length	6 months with a view to permanent	
Job Purpose: To provide information and consultancy services to clients of The Andersons Centre and to win new business.		
<i>Key Measures</i> <ul style="list-style-type: none"> • Produce high quality work consistent with TAC, ABC and PB standards to agreed deadlines • Meet personal chargeable time and fee earnings targets • Help grow the income of The Andersons Centre Research Team. 		
<i>Main Tasks</i> The writing of Bulletins and other articles Contributing to the completion of Projects – information gathering, analysis of data plus writing reports Producing Tenders and helping to win work Assisting in Presentations – helping produce material and eventually presenting Researching and writing for the ABC and Pocketbooks Producing Publicity material such as leaflets and Outlook		
<i>Qualifications, Knowledge and Interests</i> Good degree in agriculture, agricultural economics or related subject Practical experience of agricultural a strong advantage but not essential Demonstrable interest in agricultural policy, agricultural economics, rural affairs, the environment and rural legislation The position would suit a graduate or those with 2-3 years in a post-degree role, but more experienced candidates would be welcome		
<i>Business Skills</i> Excellent writing skills in a variety of contexts – Bulletins, Books, Reports etc. Able to present complex technical issues in a focused, succinct professional and compelling manner. Both style and content of written material important. Highly numerate with the ability to statistically analyse data Able to source and gather information from a variety of sources and synthesise it into a coherent output Should have good attention to detail but also be able to complete tasks promptly and to deadlines An ‘eye’ for layout, design, presentation etc. an advantage Must be able to demonstrate IT skills. Experience of web and social media or high-level Excel an advantage		
<i>Personal Skills</i> Must be a team player able to work collaboratively with others to achieve outcomes Excellent inter-personal skills and an ability to persuade, influence and collaborate with a wide range of people of different backgrounds and expertise Must be self-sufficient and a self-starter - capable of setting own work strategies and of working with minimal guidance, actively seeking information from internal or external sources as required Good time-management skills with the ability to prioritise work and manage a number of projects simultaneously Able to identify and apply creative solutions to problems Excellent presentation and verbal skills, with ability to communicate at a variety of levels Able to demonstrate the required energy and determination to eventually generate new business themselves		

Rewards

Salary negotiable depending on skills and experience

Being part of a high-profile team with an excellent reputation in an expanding and profitable business

Diverse and interesting range of work with many different organisations. Opportunity to build a strong network of industry contacts

Opportunities for promotion and personal development