

A week in the life of a...

RESEARCH ANALYST

Key tasks for the week ahead

- ✓ Attend a central location day in Germany
- ✓ Conduct analysis for a qualitative project
- ✓ Write an article for marketing
- ✓ Organise fieldwork on an international project
- ✓ Attend refresher training for moderation and qualitative research

Monday

After a fun weekend discovering bars in my new hometown of London, it's time to focus on another working week! Map out my schedule and identify upcoming priorities. Begin scheduling meetings for each project team to get an understanding of what needs to be done, including kick-off discussions about exciting new therapy areas that require further initial research.

One of my responsibilities as a Research Analyst is to organise fieldwork and see that projects run smoothly – especially important at the beginning of the week. Work on a **screeners***. Send to client. Once approved, **I can begin the process of fieldwork and look for respondents to interview.**



* Set of questions asked at the outset of the research that ensure we are recruiting the right people for a study

Tuesday

On my way to the airport!

Today **I'm attending a central location (CL) day* in Germany** to provide support with client management and backroom organisation.

Although the day is quite long (interviews go on late into the evening), it is extremely rewarding to watch the research as it happens. It's up to me to ensure the right documents are available when needed (e.g. discussion guides, screeners and show cards) and that food and drink orders have been placed. Travelling abroad to different cities is one of my favourite parts of the job and the opportunity to travel more in the future is a big positive, especially so soon into the start of my career.



*A CL day is a day of back-to-back interviews with respondents. The research agency and client observe from a backroom to ensure the objectives are going to be met





Wednesday



My favourite task – **analysing findings from a *qualitative study****. It's time consuming but rewarding and one of the most important parts of the research. The quotes noted during analysis are used to support all of the arguments made in the final report to the client and make it easier to compare each interview and group.

Lunch! Go for a walk with friends alongside the River Thames. Afterwards we grab some food from a nearby cafe in Putney – there's so many food options to choose from in this area!

One of my projects is now coming to an end so I have to get the ***compliance documents**** together this afternoon. We always get in touch with the client's pharmacovigilance department at the outset of a project to ensure we have the correct training. Once the project ends, it is my job to book in a debrief meeting to look at how the project went and ensure that all documents are correctly stored before the project is officially closed.

***Qualitative analysis involves listening back over interviews that have taken place between moderators and either doctors, patients or buyers to identify insights, patterns and trends**

***At Research Partnership we work with a wide variety of freelancers and agencies who all need to be trained on GDPR regulations, including any company-specific adverse event training**

Thursday



Today **I'm working with the marketing department to prepare an article** for the company website. After a few hours flexing my creative muscles, I'm pleased to be able to send an initial draft over to the team to proof read and ask for any comments or improvements.

Have a client kick off for a new project this afternoon. Schedule in some time to prepare for the meeting. I'm responsible for making sure I have gone through all the relevant documents so that I know all the project details ahead of talking to the client. Although it is the Director's job to liaise with clients, it is important that I'm able to answer any questions about fieldwork or adverse event training if asked.

After a long day, I venture upstairs to the free gym for a run on the treadmill, surrounded by panoramic views of the London skyline. Finding an affordable gym in London is an impossible task, so having a modern on-site gym is a big plus, especially after sitting at a desk all day.

Friday



Training today on moderation and qualitative research with the other research analysts. Training is a big part of being a graduate and gives me an open space to ask questions about anything I'm unsure about. We practise our interviewing skills, which will come in handy for when I start moderating interviews for the first time.

At the end of every week, I send out a weekly email to clients updating them about their project's progress. Preparing the updates is a great way for me to develop skills in communicating effectively with colleagues at all levels and with the end client.

At the end of the day, I need to wrap up all of my outstanding tasks from the week, so I'm not left with any nasty surprises on Monday morning, so I grab a glass of wine and some snacks and get my head down. Pub tonight with the other graduates – can't wait!



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