

A week in the life of a...

RESEARCH EXECUTIVE

Key tasks for the week ahead

- ✓ Spearheading response to a
Prepare report slides for an
important client
- ✓ Develop an article for the
company website
- ✓ Moderate an interview
- ✓ Provide recruitment updates
to a client
- ✓ Attend client presentation

Monday

Start the day preparing presentation slides for an asthma report for an important client. I think about what the research is telling us, the key insights and what the story should be, incorporating comments made by Project Managers and Senior Directors. All team members are contributing to this report, so we have frequent catch-ups to make sure we are working collaboratively.

In the afternoon, send out daily updates to project teams detailing the **next steps of each project*** and the responsibilities of each team member. Following this, watch a patient complete an online survey, asking them questions about how easy the survey is to complete and how understandable key terms are. Meet with the project team to discuss solutions to any issues that have come up and make any required amends to the survey.



***As an RE you will work on 2-3 projects concurrently on a daily basis offering a variety of work**

Tuesday

With a number of my projects coming to a close there are many reports to be developed, which is giving me great exposure to a range of marketing scenarios, from the lifestyle of asthma patients to physicians' reactions to newly released drugs.

In the afternoon **I make travel arrangements for my trip to the New York office***, my first (but hopefully not last) trip abroad with the company.

During the afternoon I develop an article for the company website about my specialisation, Medical Technology, while continuing to manage the day-to-day running of fieldwork.



***We have six offices across the US, Europe and Singapore**





Wednesday



Great start to the day *with an early morning gym* workout!*

While the asthma report I drafted earlier in the week is reviewed by the Director, take the opportunity to get on with work for other projects. Have developed materials for a quantitative study, liaising with the in house analyst to discuss the best analysis to use. Enjoy lunch in the park with my fellow colleagues, as it's a lovely sunny day.

My afternoon is spent fine-tuning the analysis materials that I developed in the morning and discussing with my line manager how to improve them (who thankfully signs them off). Spend an hour moderating an interview, talking to a patient about their day-to-day life living with a form of liver disease. Thoroughly enjoyed my first experience moderating and ask my project manager if I can do the rest of the interviews as well. She is happy to take up my offer!

**One of the perks of working in our UK HQ is access to the free onsite state-of-the-art gym*

Thursday



Having received final comments from the Director on my asthma report it is time to address them. This takes up most of the morning. Thankfully, I'm able to ask them questions about their comments, so I am completely clear regarding the action points. Keep half an eye on emails as they have a habit of building up!

One of my projects is currently in fieldwork so provide a recruitment update to the client, who is relieved with the progress that has been made.

At the end of the day, analyse the interview with the liver disease patient that I moderated yesterday and spend some time thinking about how the findings reflect the hypothesis we made at the start of the project.

Friday



Need to be on the ball this morning! Attend the presentation of my asthma report to the client, take notes and provide answers to questions they have. Receive confirmation of my travel arrangements for my trip abroad and start looking at hotels and getting in touch with colleagues in the New York office. Thankfully the busy morning period is punctuated by an appointment with *RP's visiting massage therapist**.

Draft the weekly update emails to send to our clients this afternoon. Quality check some data that we have received from the online survey that I have been working on before doing a final check-in with my project teams. It's been a productive and enjoyable week and I look forward to relaxing over the weekend!

**As well as offering free quarterly head and neck massages, our UK wellness programme also offers subsidised fitness activities and weekly on-site yoga sessions*



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