

A week in the life of a...

RESEARCH MANAGER

Key tasks for the week ahead

- ✓ Attend a client kick off call for a new project in rheumatoid arthritis
- ✓ Conduct a telephone interview with a physician
- ✓ Give a client presentation
- ✓ Plan Central Location Day in Munich
- ✓ Run a short moderation and qualitative research workshop for junior staff

Monday

Monday morning starts with planning out my list of things to do for today and this week

– have quite a busy schedule with a few meetings organised. The first one is a catch up with the project team on how fieldwork has progressed over the weekend. This is a rheumatoid arthritis study and we need to close the survey this week in order to pull our findings together for the report. Then have a one-on-one catch up with a Project Manager Apprentice I line manager. We discuss the key deadlines that have to be met this week and how to best time manage each task so that they are achieved.

Afternoon begins with attending a client kick off call for a new project in rheumatoid arthritis and afterwards it is all go-go-go to set everything up – agencies need to be commissioned, project timelines pulled together, **screeners*** written. Then work on a diabetes report so that I can send it for review tomorrow.



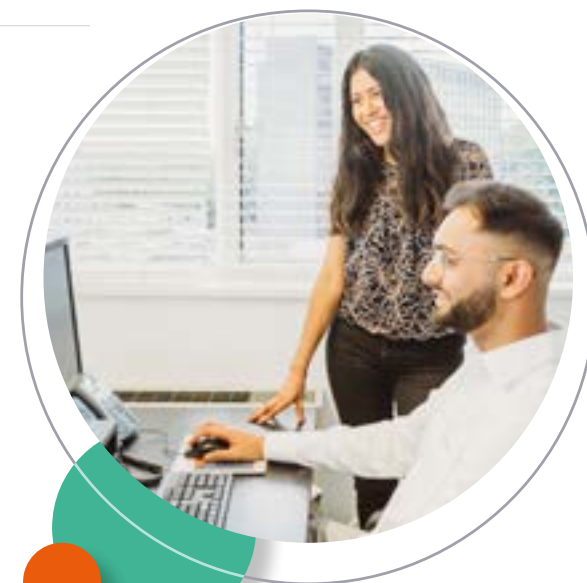
*A screener is a set of questions asked at the outset of the research that ensure we are recruiting the right people for study

Tuesday

Finalise my diabetes report this morning! Then work on the executive summary which will draw out the key insights that our research revealed. In between working on the report, also have a telephone interview with a physician. Going to show him a product profile for our client's new drug which is due to launch next year and want to understand what he thinks about this profile, how likely he is going to prescribe it and which patients he thinks would be suitable for it. He turns out to be a very nice respondent who has a lot to say spontaneously, so don't need to probe too much.



Spend the afternoon going through an oncology presentation and make any final amends (as I'm off to the client's offices tomorrow to present it). Also need to remember to book my travel for next week – off to Munich for a research day.





Wednesday



Just arrived at our client's offices for the *oncology presentation** in central London – safe to say that I'm a bit nervous but feel prepared. It's comforting to know that **I have the Director of the project here to support me**. By 12pm the presentation is done and I'm glad to say it went well! The clients had some questions on a couple of data points but they were happy with the results.

Feeling like I have done a whole day's work already, head back home, where I start writing the screeners for my new rheumatoid arthritis project. Need to write one for physicians and one for patients so we make sure we recruit the right people for our research.

***As a Research Manager you will prepare and present the majority of client presentations**

Thursday



Happy to say that this morning has started a lot quieter than yesterday. Catching up on other projects while waiting for comments to come through on the diabetes report sent earlier this week. Have a meeting with the team **I'm working with on a CL Day in Munich**, to make sure all physicians are scheduled and that all materials have been sent out for printing etc. Quite a few clients will be attending so have to make sure everything is organised as I'm managing them on the day and making sure the research is going the right way. Lunch time arrives and I'm starving! As the sun is out, a few colleagues and I have lunch by the river before returning to the office. The reviewed diabetes report is in my inbox so my afternoon is spent going through and addressing the comments before it goes to the client.

Friday



Today have quite a quiet day – no meetings, no further reports, which is great because that Friday feeling has hit!

In the morning run a short moderation and qualitative research workshop* for junior staff. They all seem happy and provide positive feedback (saying that the key points covered are helpful – which is great to hear).

My afternoon then consists of working on a discussion guide and reviewing a section that the Research Executive on the team has drafted. Therefore, reading up a bit more on the therapy area and looking at previous projects for question inspiration. By 4pm have reviewed and written the other sections and I'm ready for a fun relaxing weekend.

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