

A week in the life of a...

SENIOR RESEARCH EXECUTIVE



Key tasks for the week ahead

- ✓ Help prepare an immunology report
- ✓ Write a discussion guide
- ✓ Mentor graduates
- ✓ Give moderator briefing
- ✓ Take on more client liaison

Monday

Spent Monday morning doing some preparation in advance of a **telephone presentation** of report findings with a pharmaceutical client in immunology. Also deal with some questions about ongoing fieldwork from some more *junior colleagues** before feeding back to my Director on the recruitment progress.

In the afternoon, take a final look at my notes for my presentation before eventually dialling into the call with the client. Talk through the long-awaited results of our study and discuss potential next steps for the client's company. Have a cup of tea to celebrate a successful presentation before turning my attention to a quantitative report that will be due in a few weeks' time. Start to think about the best way to show various pieces of data and create a report template to be used for when we have the final data.



**As an SRE you will manage a junior member of your project team*

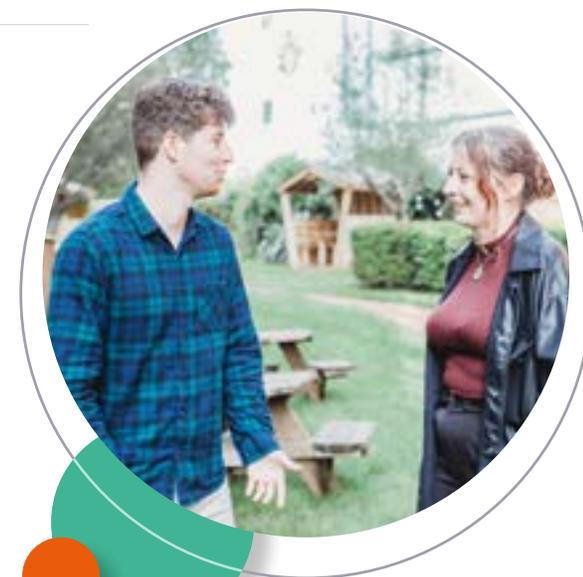
Tuesday

Have a number of meetings booked regarding the projects which I'm working on, and plan my day around these. Have been tasked with writing a discussion guide to be used when interviewing Healthcare Professionals (HCPs) in a few weeks' time. Begin looking back at the objectives of the study to find out what the client wants to achieve from the research and then ask around to see if anyone else has worked on any other similar projects. People are always happy to help you out and make your working life that little bit easier. With help from others who have worked on similar therapy areas I make a start on the first draft. Once all of this information has been collected, draw up a rough outline of the discussion guide and start to populate each section.

Day ends with monitoring the fieldwork costs on the projects I'm managing to ensure that they are within the **budget*** that the Director set.



**As an SRE you are required to carry out ongoing monitoring of job costs to meet budgets*





Wednesday



Start Wednesday overseeing fieldwork on a project, making sure recruitment is going smoothly, then add the finishing touches to a medical conference report on another project. In the meantime, my Shakespeare-esque guide from Tuesday is being reviewed (minor comments surely?) by my Director. The variety of different projects I get to work on helps keep working life fresh and prevents the boredom that could come with doing the same thing every day.

In the afternoon continue working on the quantitative report template I started earlier in the week and also review some notes for a moderator briefing with a Research Executive. One of my favourite aspects of the job is mentoring graduates, helping them to settle in and improve on various aspects of the job. After a productive day and feeling energized, head up to the free onsite gym.

Thursday



Book my flights and hotel to Japan for an upcoming day of viewed interviews in Tokyo with HCPs!

Received feedback on my discussion guide and make the changes before sending on to the client for approval. There are slightly more than I wanted to see but nothing too cumbersome.

Afternoon starts with conducting a moderator briefing and give some advice to the Research Executive on the project about how they could approach moderating some UK interviews next week. Then focus on populating the quantitative report template I have been working on after we received full data from our partner agency. Have a meeting with my Research Executive to assess our task ahead and allocate roles. Ideally, the report will be in good shape by the end of next week (which looks achievable). Check my emails and find I've got some final report comments on the conference project so quickly switch my focus and make those changes.

The end of Thursday means it's time for my favourite extra-curricular activity – **five-a-side football***.

***Our UK wellness programme offers subsidised fitness activities, weekly on-site yoga sessions and free quarterly head and neck massages**

Friday



Friday has arrived and it truly is the best day of the working week. However, slightly worried because it looks like, with reporting responsibilities and travelling for central location (CL) days*, I may have to do a lot of overtime. Discuss this with my project managers and we decide to ask the workload manager for some additional support. A client has come back with comments on my discussion guide so I've taken a look, had a quick meeting with my team and sent off a revised version of the guide for global approval – the client seems happy which is good because at my level I have to take on more and more client liaison.

Once my Director has signed it off, I send the medical conference report to the client and then it's almost the weekend. Review some weekly updates on my projects which are then sent to clients in order to keep them updated. Do a final check of my emails and then head out to meet some friends for dinner.

***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**



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