# Substance Research Analyst Post – Application Form – Summary of Skills and Experience

Please complete this form – with brief notes or bullet points - and show:

* What skills and/or qualifications you have relating to the Essential and Desirable competencies required for the post – for instance your degree, or specific survey techniques.
* What experience you have that demonstrate these skills – where you have used these skills, such as in a particular institution and project.

We do not need huge amounts of detail here, but we do need enough to be able to see that you have the right experience. If you are invited for interview, you will be able to show or speak about your skills and experience in more detail.

Please note that there is a maximum limit of 100 words per competency.

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| --- | --- | --- |
| Competency | Your Skills and/or Qualifications | Your Experience  |
| Essential |  |  |
| Postgraduate degree in social science or similar with experience of working within a university, company or organisation research environment.  |  |  |
| Excellent communication and interpersonal skills (with colleagues, clients, organisations including phone, email, social media).  |  |  |
| Database management skills - compiling, updating and analysing data.  |  |  |
| Ability to conduct and report thorough documentary and literature reviews. |  |  |
| Ability to design, set up and organize surveys and recruit respondents and generate responses and clean, analyse and report on data collected. |  |  |
| Conducting face-to-face/online/phone interviews, organise and deliver focus groups and deliver other quantitative and qualitative research (such as digital data collection). |  |  |
| In-depth quantitative and/or qualitative analysis. |  |  |
|  | Quantitative |  |
|  | Qualitative |  |
| Producing reviews, reports, statistical and qualitative summaries.  |  |  |
| Ability to help publicise and promote research and disseminate findings.  |  |  |
| Desirable  |  |  |
| Knowledge of the relevant sectors, research subjects and client organisation types is very much desirable, along with an ability to be a quick learner with willingness to build knowledge.  |  |  |
| Track record of contributing to business development and winning new work. |  |  |
| Track record of publishing research whether in academic or grey literature. |  |  |
| Experience utilising social media for research – data collection, sentiment analysis, publicising research etc. |  |  |
| Ability to help manage elements of research projects and team members. |  |  |
| Experience of conducting Theory of Change exercises and Evaluation Framework design. |  |  |