

# OAKDENE HOLLINS

**Job Title:            Research Consultant**

**Based at:             Aylesbury office**

Oakdene Hollins is a leading expert in the Circular Economy and can offer the successful applicant the opportunity to work with globally renowned worldwide clients, public sector policy makers and leading trade associations. The work is both interesting and challenging, and you will be working with people who have a keen interest in the circular economy, sustainability and the environment. It is therefore critical that you can demonstrate your interest in these areas.

We operate flexible, family-friendly working arrangements with generous holiday benefit, company pension contribution and free parking.

Salary dependent on qualifications and experience – starting from £20k

## **Job summary:**

To undertake research work including online and offline data analysis, carry out interviews for research purposes, provide insight for outputs to the client in the form of technical and verbal reports and associated activities for clients in the areas of circular economy, sustainability and the environment.

## **Qualifications:**

Minimum entry requirements are:

- first degree and relevant demonstrable postgraduate experience; or
- first degree in a science discipline and a relevant post graduate qualification; and
- evidence of involvement in / delivery of projects in an academic or commercial setting

The ideal candidate will have a strong interest in and understanding of the circular economy, sustainability, and the environment, and be able to demonstrate good communication skills, both written and verbal. Confident in compiling information, data analysis and creating persuasive presentations.

## **Key minimum capabilities & skills should include:**

- Good written communication skills
- Comfortable with verbal communications face-to-face and on the telephone
- Comfortable with basic research techniques and data analysis techniques
- Ability to use Excel is essential and ideally at an advanced level
- Ability to use Word, Powerpoint, Infographics
- Good attention to detail
- Ability to work in a team
- Completer-finisher
- Good time management and organisational skills
- Takes personal responsibility for tasks
- Creative thinker
- Ability to draw technical conclusions from research
- Interest in social media
- Experience of Microsoft Power BI and modelling tools would be an advantage.

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## **Outline of the Role:**

- Research and analyse information in order to prepare tenders and proposals for clients.
- Work collaboratively to deliver consultancy services to clients in accordance with client proposals, tenders and contracts.
- Assist in the development of project ideas that lead to proposals for existing or new clients.
- Travel in the UK and Europe as required.
- Where part of the project team liaise with clients and other consultants to ensure that tasks are completed on time, in full and within budget as per the requirements of the project manager

## **Additional desired capabilities and responsibilities include:**

- Able to demonstrate considerable independence in the planning and undertaking of research work and in preparing tenders and proposals for clients.
- Able to work independently to deliver consultancy services to clients in accordance with client proposals, tenders and contracts.
- Develop project ideas that lead to proposals for existing or new clients.
- Develop a professional network of potential and existing clients as well as stakeholders in the key sectors in which we work. Use this network to keep abreast of current developments and new business opportunities.
- Represent Oakdene Hollins at events, which may include presenting.

**To apply please send your CV to [jobs@oakdenehollins.com](mailto:jobs@oakdenehollins.com) and a 200 word piece on a Circular Economy innovation that has excited you.**