

Research and engagement lead

As a research and engagement lead at Ellis Jones you'll work with a multidisciplinary team of inspired individuals to move people, and change the world for good.

- Work with leading brands on high profile initiatives
- Exercise your research and strategy expertise
- Support your colleagues to deepen their research skills
- Achieve measurable social impact

Overview

Ellis Jones is on a mission to change society for the better through strategy-led communications, social innovation, digital marketing, and creative campaigns.

This full-time role is responsible for providing market research services for designated projects. The purpose of the role is to provide support for turning market research data into compelling and actionable insights that directly support our clients' business decision making.

You will play a key role in preparing client reports and presentations, being a key liaison with our clients, managing and delivering projects through the research lifecycle and finding the story in the numbers to generate actionable insights.

You can grasp dynamic issues and perspectives quickly, working pragmatically to achieve impacts. You are as comfortable engaging with executives as well as engaging with diverse community members. Your experience includes large scale community engagement and grasping challenging subject matter and communicating it effectively across omnichannel projects.

You have extreme attention to detail, a passion for creative communications, and a penchant for efficient planning to manage multiple projects, concurrently. You are unflappable in the face of pressure; you thrive when the chips are down.

You naturally inspire people, showing them what the future can be, and helping them get there. You collaborate well to find the best ideas and solutions. You adapt your approach to managing and leading for each colleague and client. You'll be a supportive colleague to those around you, pitching in when they need a hand. Your clients and future clients are impressed by your thinking and presentation skills; you put their interests at the heart of your work, easily establishing longstanding relationships of trust.

You excel in your ability to quickly understand and synthesise information (including qualitative data, community feedback, desktop research) to make considered recommendations to achieve social and financial impact. To engage audiences at the right place and time, including online. You report the insights that matter and mine them for strategic advantage.

Importantly, you'll be supported by a leadership team and colleagues, as well as an agency collaborator network, that comprises experts with deep and broad experience. We love what we do. We work together to overcome challenges, and we celebrate achievements with our clients. The sectors we work in are growing, have complex issues to solve and have a positive impact on society. It's very good work.



Your responsibilities:

- Lead design and delivery of research and engagement across a range of sectors. This includes quantitative and qualitative research, as well as stakeholder and community engagement.
- Contribute professional expertise and services to agency and client projects drawing on your specialist knowledge including:
 - Developing conceptual/analytical frameworks, methods and tools needed for project design, data collection, analysis, synthesis and reporting.
 - Improving practices for agency work and business management
- Client relationship management - maintaining a positive relationship with clients, proactively identifying opportunities and managing issues.
- Project management - Managing projects through the research lifecycle including timeline, budget management and quality control and finding the story in the numbers to generate actionable insights.
- Supplier relationship management - maintaining positive relationships with suppliers.
- Leading and contributing to Ellis Jones marketing activities including generating content (blogs, social, collateral) and monitoring industry developments.
- Leading proposal responses in your areas of expertise and sector knowledge.
- Leading business development activities - including building and maintaining networks, seeking and attaining introductions with potential clients, finding opportunities to present at relevant conferences and meet ups, and growing contracts under management.
- Preparing client reports and presentations

Your experience, qualifications & skills:

- A strong social purpose evident in your work and life
- Curiosity and sharp problem solving and decision-making skills
- Numerical and analytical thinking with an eye for detail
- Specific experience in health and/or digital marketing will be highly regarded.
- Outstanding writing, editing, and proofing skills applied in reports, copy, and proposals.
- A sound understanding of qualitative and quantitative research approaches, and the insights they yield relative to your work.
- Time and project management skills - managing projects within budget, in terms of time and cost
- Confidence presenting to and engaging with clients in a manner that inspires trust and support
- Strong computer software skills in MS Word, MS Excel, and MS PowerPoint
- At least 5 years' professional experience in the market research industry, with 2-3 years of experience in a communications consulting environment or a complex, multi-stakeholder environment
- IAP2 qualifications well be highly regarded
- Tertiary qualifications in marketing, commerce, statistics and psychology highly regarded, or commensurate industry experience.

Rewards and benefits:

The base annual salary range is \$80,000 - \$100,000 including superannuation commensurate with experience.

Additional benefits include:

- Flexible working arrangements to support employees to balance their personal and work life.
- Access to an Employee Assistance Program.
- Mobile phone allowance.
- Learning and development opportunities.
- Opportunity to work with a team of experts with diverse experience and interests, applying unique insights and approaches, united by systems and purpose.
- An everyday working environment that is friendly, supportive, collaborative, and positive.

Location

The Ellis Jones office is located in a converted warehouse in Collingwood, Melbourne, Victoria.

We are accepting applications from people located in Melbourne who are comfortable traveling to other locations for client activities as required.

Get in touch

If this sounds like you, please send through a cover letter/email and your CV to info@ellisjones.com.au

Ellis Jones is committed to building a diverse workforce. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people from diverse cultural and linguistic backgrounds, people of all ages and LGBTIQ people.

