

Senior Project Manager

Operations team



Our **Operations team** is the hub of Vanson Bourne, known for our reliability, proactivity and adaptability, we collaborate to efficiently bring our expertise to bear.

As a department we are responsible for project suppliers, proposal support, fieldwork timescales & scoping, survey scripting, project management, fieldwork and quality management, data processing & tabulations.

About the role

Senior Project Managers work within the Operations team and are responsible for project and quality management and accuracy on all research projects they run, as well as work they review or supervise for other team members. They successfully manage a variety of projects (including ad-hoc, brand, message testing & qualitative studies); these are typically large and/or high value projects for our strategic accounts.

In addition to managing research projects to the standards required, other main responsibilities include:

- Line management of operations team-members (including training and professional development, setting objectives, performance management, etc.)
- Supporting the wider operations management team with operations team development, training, recruitment and managing quality standards
- Working with the wider management team (within operations and across Vanson Bourne) to develop & implement team strategy in line with the company vision
- Managing team resource, project and task allocation and scheduling
- Leading process improvements within the Operations function and across Vanson Bourne more generally, potential to lead or support company-wide initiatives
- Supporting the management of and further developing supplier relationships
- Providing consultative support for our commercial team on costings & proposals

The type of person we're looking for

Collaborative

A strong communicator and team-player that works in partnership with others to achieve the required outcome. A problem-solver who is able to come up with new and efficient ways of working.

Innovative

Someone who is outcomes-focused, enthusiastic to try new ideas and positively engages with change, while considering challenges and new trends as opportunities to create successful business outcomes.

Consultative

Uses knowledge and expertise to advise on the best approach and is able to see the bigger picture in order to achieve team or company goals.

Efficient

Someone who demonstrates strong attention to detail and works to high levels of accuracy.

Reliable

An individual that can work independently to manage projects, budgets, deadlines and internal & external stakeholders.

Experienced

In online quantitative methodologies, ideally in B2B research, with a proven track record of successfully running research projects in and working with quantitative data.

Experienced

In line management, project or team supervision, and mentoring other team-members

What we can offer you

Salary

A competitive package, depending on experience and skill-level.

Holiday

25 days of annual leave each year, plus bank holidays off. Holiday entitlement increases in line with length of service (up to 30 days).

Bonus

New starters qualify to be included in the performance-related company bonus scheme after successfully passing their probation period.

Healthcare cash plan

Supporting employees with the costs of everyday healthcare (optical, dental, treatments).

Flexible working

Allowing team members to work from home with the requirement to work from the office a minimum of 20% a month. Working hours typically 9am-5pm with one hour lunch break, with core hours 10-4pm.

Development

Opportunity to study for the MRS Advanced Certificate in Market and Social Research, as well as the potential to lead/develop company initiatives and mentoring new starters.

Sounds good? Tell us about you.

Send us your CV