



Research Recruitment Specialist - Human Sciences [Human Factors / Design Research]

Reports to: Principal - Human Factors & Research

Summary

To manage the process of participant recruitment and research facilitation for Human Factors and Research related activities. To deliver outstanding work to clients in the Consumer, Medical and Industrial sectors. To deliver work effectively and to agreed timescales, reporting to the project manager and reviewer, co-ordinating with broader team members and liaising with external parties. To help in the development of PDD business by participating in the development of PDD skills and services and making a contribution to the marketing of PDD.

Key Responsibilities & Accountabilities

Consulting

Primary activities (immediately upon start)

- Project management / project support for participant recruitment, facility access and scheduling
- Compilation of recruitment specifications and screeners according to project and client requirements
- Organisation and management of study data
- Providing support of non-medical as well as medical projects and activities
- Providing excellent work and presentation in collaboration with other team members for internal review and submission to clients
- Working to agreed budgets and timescales
- Delivering innovative and appropriate solutions to client expectations and in accordance with the PDD Quality system

Secondary activities (as role develops)

- Develop internal procedures for recruitment management
- Develop internal database of contacts / facilities / hospitals
- Become an expert in hospital access
- Become owner of Internal Facility capabilities, including maintenance and development of streaming services and data management

Knowledge of

- Participant recruitment across medical and non-medical fields
- BHBIA / MRS accreditation requirements and process (or equivalent)
- Data protection regulations / certification / skills
- Hospital access requirements (HRA approvals / Knowledge of IRAS - integrated research application system, etc.)

Developing the business

- Delivering work leading to successful client relationships, ongoing work and additional projects.
- Supporting existing campaigns and marketing with input and collateral in specialist or interest areas.
- Networking with appropriate professional bodies, academia & interest groups.
- Participating in PDD knowledge share meetings and promote better awareness of capability to other teams and business development.
- Participate in the ongoing development and continuous improvement of your service specialisms in line with plans, changing customer demands and competitive challenges.

Specific Responsibility for;

- Continuing professional development against Personal Development Plans

Participation in;

- Continuous development of Human Science service offering