



# job specification

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**PDD** is a design and innovation consultancy creating physical and digital products and experiences that drive our client businesses and delight their customers and users. We have been winning awards and serving our long-standing clients since 1980.

With studios in London, Hong Kong and Shanghai, and working in 6 continents, our experienced managers and talented researchers, designers and engineers help companies in the Medical & Healthcare, Consumer and Industrial & Commercial sectors to grow their businesses through innovation.

We ensure that product and experience solutions are successful by ensuring they are appealing to customers, are feasible and viable for clients to make and are responsible given regulation, society and the environment. Such success creates our future- and it's this sustainable 'win-all-round' business model that excites us- we call it 'Meaningful Innovation'.

We are committed to a workplace environment that promotes diversity across all our studios and this applies to the talent we hire, the customers we work with and the people we interact with on our projects.

We offer competitive pay, a range of excellent benefits and opportunities for international travel. Working with us also opens up new networking opportunities and a chance to engage with colleagues at social events.

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**Role:** Research Recruitment Specialist - Human Sciences (Human Factors/Design Research)

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**Location:** Hammersmith, London

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**Reporting line:** Principal - Human Factors and Research

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## **Purpose:**

To manage the process of participant recruitment and research facilitation for Human Factors and Research related activities. To have excellent administration and project management skills. To be able to coordinate multiple simultaneous activities to agreed timescales, reporting to the project manager, co-ordinating with broader team members and liaising with external parties.

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## **Responsibilities:**

### *Consulting*

Primary activities (immediately upon start)

- Administration and management of 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 for non-medical, medical projects and activities
- 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 and hospitals
- Become an expert in hospital access
- Become owner of Internal Facility capabilities, including maintenance and development of streaming services and data management

### *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 to 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
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## **Requirements:**

- 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.)