

Job Description: FIELD RESEARCHER

Summary of Post Function

This post normally involves approaching pre-selected addresses and interviewing residents either in their home or on the doorstep, but occasionally respondents may need to be interviewed either on-street or over the telephone. Most projects are undertaken on behalf of public sector clients including local authorities, housing associations and national or regional government, and topics studied include local housing, health, employment and satisfaction with services provided. The information gathered is analysed and reported at an aggregate level and is only used for the purposes of the study. Information is never passed on to any third-party.

The post-holder will usually be expected to work independently, but there will also be a need to work as part of a broader team of interviewers and supervisors, and also liaise with management and other support staff. Excellent communication skills are required as the post-holder must be able to build a rapport with members of the public during detailed personal interviews to gain their confidence to discuss sensitive issues such as family and financial circumstances. Introductory and on-going training will be provided.

Whilst at least some work will be relatively local, most projects will require staying away for a number of consecutive days and will include evening and weekend work. During this time, accommodation will be provided and an allowance would be given for meals. Typically, applicants would travel using their own transport, with an agreed mileage allowance being paid. Transport and fuel may be provided if deemed appropriate, in particular where interviewers are required to work or travel in groups. A full clean driving licence is essential.

Main Duties and Responsibilities of the Post

- Undertaking interviews with respondents in person or occasionally over the telephone

Length of Familiarisation Period to Achieve Acceptable Level of Competence

Four weeks

Further Comments Relating to this Post

Payment is on a productivity basis with an associated bonus scheme.

Evening and weekend work and regular working away from home will be required.

Signed:

Date:

Post-holder

Head of Department

Person Specification: FIELD RESEARCHER

Overview

This person specification identifies the criteria that we are looking for in candidates. It highlights the skills, abilities and experience that are essential and desirable for this post.

	ESSENTIAL	DESIRABLE
Qualifications		GCSE English and Maths at grade C or above or equivalent qualifications
Skills	Good communication skills Good interpersonal skills Good with people	Good telephone manner Computer literate Welsh speaking Other languages
Experience		Dealing with members of the public in person or by telephone Conducting personal interviews Use of Computer Aided Personal Interviewing (CAPI)
Other	Good team player Flexible and adaptable Prepared to work evenings and weekends Prepared to travel and work away from home on a regular basis Driving licence and access to car	Awareness of social issues and local government Interest in public policy research

Signed:

Date:

Post-holder

Head of Department
