

## **Working as a Field Researcher: SOME FURTHER DETAILS...**

### **OVERVIEW**

- Most work is conducted independently, interviewing respondents at their homes.
- Interviews are normally completed using Computer Aided Personal Interviewing (CAPI), where questions are asked and answers recorded using a tablet computer.
- Training on interview conduct and the practicalities of using the CAPI equipment is provided for all new staff.
- Work is allocated and contracts operate on a project-by-project basis, but we aim to work with field staff on a permanent basis.
- Work is normally paid based on productivity, and it will be necessary to work into the evening and on weekends in order to achieve interviews at some addresses. Evenings and weekends tend to be the most productive times for successful interviews.
- Quality control procedures are employed to monitor the work of all field staff. In the event of problems being identified, staff are advised and further training provided as required. Persistent problems with the quality of work will lead to no further work being offered and existing work being withdrawn.
- Whilst some work is relatively local, most projects will require staying away for a number of consecutive days. When working away from home, the team will normally stay at the same hotel and will often dine and socialise together.

### **PROJECTS & CLIENTS**

- Most work is conducted for public sector clients, such as local authorities, housing associations and national or regional government.
- Interviews will normally cover topics such as housing, health, employment and satisfaction with services provided.
- Questions may include detailed information about household circumstances, including financial details. Surveys are carefully designed to normally ask sensitive questions towards the end of the interview, and only questions necessary for the analysis are asked.
- All information that is 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 or used for marketing purposes.

## **PAY**

- Pay is split into three component parts – basic pay, bonus pay and holiday pay.
- Basic pay is determined by the number of interviews achieved. The rate is based on the length of the interview and the number of interviews that can be achieved each day.
- Bonuses are paid on the basis of performance, and specific targets are clearly identified at the outset of each project. Targets are always set at a reasonable and achievable level.
- Due to the flexible nature of the work, it is not possible to allocate holiday days, but you will receive a payment in lieu of time off. Holiday pay is paid at 1/12 of the basic pay – such that you may take 1 day leave for every 12 days worked without loss of pay. This equates to 20 days paid leave each year. Holiday pay is not paid on bonuses.
- For further details about pay, please feel free to contact us and we will supply further information and examples of specific pay schedules.

## **OTHER ALLOWANCES**

- A mileage allowance is paid to cover travelling expenses. This is intended to cover fuel costs in addition to other costs such as car tax, insurance, maintenance and wear and tear.
- We will also pay for travel time after the first hour of the journey, including reasonable stops – typically 15 minutes for every 2 hours of driving.
- Parking and other necessary costs (such as tolls) will be fully reimbursed.
- A food allowance will be provided for all nights away from home, though appropriate receipts are required.
- Accommodation with breakfast will also be arranged whenever staying away.

## **FURTHER NOTES**

- ORS is an equal opportunities employer and welcomes applications from all sections of the community
- We will consider job share and flexible working arrangements where appropriate