**NewcastleGateshead Initiative**

**Job Description**

**JOB TITLE:** Research Executive

**SALARY:** £ 20,750 to £25,500 per annum depending on experience

**RESPONSIBLE TO:** Associate Director

**TERMS:** Full time, permanent contract

**JOB PURPOSE:** To lead on the collection of performance data to gain an understanding of NewcastleGateshead, North of Tyne and North East as a place to live, learn, work and invest

**Duties and Responsibilities:**

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level will be required from time to time.

**Principal Responsibilities:**

The role of this post will be to lead on the delivery of robust and timely performance data for the destination of NewcastleGateshead, North of Tyne (covering Northumberland, Newcastle and North Tyneside) and the organisation NewcastleGateshead Initiative.

* Management of T-Stats, the destination performance management system, including data collection, recruitment of businesses to the system and identification of new measures for the system.
* To keep the tourism investment monitor up to date with local, regional and national tourism investments
* Provide regular insight relevant for all areas of the business including events, Invest Newcastle and tourism.
* Design, run, analyse and report on a range of in house surveys
* Support the partnership team with research and data requirements
* Lead on the collation of data for annual volume and value surveys
* Handling of research enquiries from internal staff, partners and the general public
* To monitor and report on the destination and organisational KPI’s of NewcastleGateshead Initiative
* To support the commercial research output of NGI Solutions as and when required.
* To act as a key contact for selected NGI partners.

**Wider responsibilities**

* Contribute to the delivery of the organisation’s partnership development objectives by assisting in the recruitment and retention of partners.
* Assist with information sharing and joint working with NewcastleGateshead Initiative’s partners on a local, regional and national level.
* Support the processes, procedures and activity around the organisation’s grant funded projects.
* Embody NewcastleGateshead Initiative’s brand values at all times.
* Play an active part in the company’s ongoing development in relation to new initiatives, new procedures and policies.
* Represent the region professionally and actively raise the profile of NewcastleGateshead at all times.
* Contribute to a good team spirit and foster an environment of support and cooperation within the wider organisation.

**NewcastleGateshead Initiative**

**Person Specification**

**Job Title** Research Executive

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| **Category** | Essential | Desirable |
| **Skills, Knowledge and Aptitudes** | * Excellent communication and interpersonal skills * Excellent organisational and analytical skills |  |
| **Qualifications and Training** | * Educated to degree level or relevant experience * Highly literate and numerate * Experience of Microsoft Office, especially Excel |  |
| **Experience** | * An understanding of research methods * Ability to work to strict deadlines * Methodical approach with a keen eye for detail | * Understanding of the tourism industry in NewcastleGateshead and the wider North East |
| **Disposition** | * Able to work on own initiative with minimum supervision * Able to handle a heavy, conflicting workload * Highly motivated, reliable and conscientious |  |
| **Special Requirements** | * Able to work occasional out of office hours |  |

**NewcastleGateshead Initiative brand values:**

Our corporate brand values are a set of core qualities that sum up NewcastleGateshead Initiative: our personality as an organisation and the attitude we adopt in order to deliver our business goals.

They encapsulate our company, employees and the way we wish to conduct and project ourselves and be perceived by others.

We are:

* **Creative** – in all that we do as well as in our approach to challenges and opportunities.
* **Positive** – relentlessly proactive and enthusiastic with a ‘can do’ attitude.
* **Committed** – a professional and dedicated team delivering high-quality work.
* **Collaborative** – keen to share, shape and deliver in partnership.
* **Enterprising** – innovative and commercially minded.
* **Champions** for NewcastleGateshead and the wider North East region.