

# Role Specification - Researcher

## About Wills Harvey Ltd

We are an executive search consultancy who ensure that our clients gain access to the best performers in their chosen industry sector - those talented individuals who are in key operational, technical and business development roles and who are already making an impact on their organisations. This is achieved via a combination of accrued industry knowledge and insight alongside a pro-active research capability. We work across most industry sectors and cover the whole of the UK from our offices in Bristol and London.

Whether bear or bull markets, there is always a demand for the most talented and ambitious individuals; and the value we provide to our clients is the ability to recruit the best.

Wills Harvey comprises Consultants and Researchers, who together with respective clients, as part of a project team work on individual assignments from instruction through to conclusion (i.e. on candidate start and subsequent completion of their induction period).

## Context to Recruitment

We are an ambitious and expansive company who place great store in excellent communication and self-responsibility and above all are client-focused. In order for us to grow and evolve as a business we are always looking for similarly minded people who are looking for a rewarding and enjoyable career in executive search.

## Role/Responsibilities

Researchers play a key role in each assignment and will work closely with Consultants and clients throughout the delivery stages of each project. They will report directly to the Head of Research but also retain a dotted line to Consultants on an assignment-by-assignment basis.

Once fully briefed as to a client requirement and working to a detailed set of instructions (in the form of an assignment summary) Researchers will draw on accrued in-house industry knowledge alongside pro-active information gathering in order to draw up a comprehensive list of target candidates. They will then make individual approaches by telephone to all with a view to arranging interviews with a Consultant.

Fundamentally our Researchers become the eyes and ears of our clients – pro-actively identifying those talented individuals by their activity and performance.

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## Desired Criteria

The cornerstone of our success lies in our ability to identify and engage with key individuals in a concise, professional and compelling manner; therefore Researchers must possess:

- 1) An intelligent, inquiring mind
- 2) Excellent written, oral and IT skills
- 3) Self-responsibility – able to work to assignment schedules, but also be able to seek help as and when required
- 4) Confidence in manner and outlook
- 5) The ability to thrive in a collaborative yet results-oriented environment
- 6) Honesty and openness

## Qualifications

It is likely that candidates will be educated to degree standard; but of more importance will be their personal demeanour and work experience.

## Location

Our Research Team is based in our Bristol office

## Remuneration

There will be a competitive salary (upper quartile) supported by a commission structure that is payable on a monthly basis.

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### Opportunity

Wills Harvey is a bit of an anomaly, we are young and ambitious yet are founded on years of experience. We provide our clients with a high level of service and are highly professional in all of our activities. That said we enjoy ourselves and are the first to celebrate individual and group achievement.

We work hard but only in normal office hours, we encourage everyone to get out and about at lunch-time (and have shower facilities for the runners).

A new Researcher can join us with a view to becoming a Consultant or alternatively can choose to remain as an increasingly valued member of the Research Team.

Our vision is to be the best at what we do, growth and development will be a natural by-product of this – but not our key focus. Therefore we can promise that new members can look forward to a progressive career, supported by a personalised training and development schedule; that will ensure that you continue to learn, challenge and hopefully improve what we do.