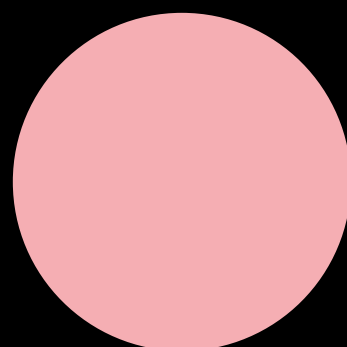
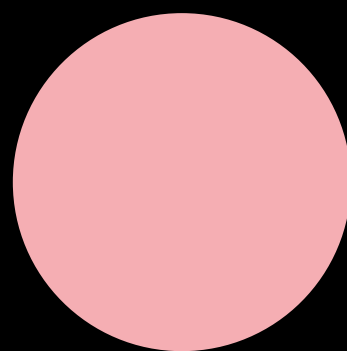


December 2025

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**Savanta UK**

**Role Specification:  
Senior Executive**



Classified: Private

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**Location:** London (Hybrid, 1-3 days onsite per week)

**Business Area:** Public

**Reports to:** Senior Consultant+

## About the Role:

*Senior Executive | Public | London*

Part of the wider Research Delivery Group, the Public Team's clients include governments, public bodies, charities, higher education institutions, think tanks, and political parties – and our research is often in the public eye.

As a Senior Executive, you will play a hands-on role in the delivery of high-quality research projects, applying your knowledge, expertise and analytical skills to support clients in better decision-making. You'll work across multiple projects simultaneously while reporting to the project leads.

You will help inspire clients with the professional application of expertise and the quality of your thinking while supporting the timely execution of projects, both in the UK and internationally.

As a SE you will have a positive attitude, eager to work across a wide range of methodologies, including tracking and ad-hoc projects and enjoy working in a fast-paced environment.

### **In this role you will have responsibility for:**

#### **Client Account Management & Delivering Projects**

- **Overall:** Supports other team members in the successful delivery of projects and smooth running of client accounts.
- **Project Management:** Shows a strong understanding of good project management principles, operating in-line with the Savanta way of working; Works closely with internal ops team, and liaises with external suppliers and monitors costs.
- **Fieldwork:** Prepares draft questionnaires & discussion guides; Is responsible for monitoring fieldwork (completes, quotas, etc.), liaising with ops/ suppliers, on day-to-day basis and escalates problems where necessary; Conducts telephone depth interviews.
- **Analysis:** Drafts tab specs; Checks data and tables for quality and accuracy; Conducts analysis, charts data, checks charted data against sources; Summarises audio recordings and transcripts from qualitative fieldwork; Summarises findings.
- **Reporting and Delivery:** Attends and contributes to internal analysis sessions; Responsible for drafting sections of reports and presentations; Attends client debriefs and supports project leads in presenting results.

#### **New Business & Commercial**

- Sources and collates supplier/ third party costs
- Raises POs in line with Project Costings

#### **People & Team**

- Positively contributes to team meetings and initiatives.
- Acts as a strong team player.
- Acts as a buddy (if needed to new entry level joiners).

#### **Personal Development / Profile at Savanta**

- Develops strong knowledge of research methodologies.
- Active member of the team and engages in presentations/ discussions in knowledge sharing meetings.
- Embody company values and meet performance expectations.
- Actively owns personal development goals and works closely with managers to achieve them.

- Raises the profile of the company through writing marketing content for publication, and posting/ sharing content on LinkedIn, social media, etc.

## About You

A Senior Exec is someone seeking to build their skills by facilitating the work of the wider team, whilst thinking about where and how they will progress.

They will have started to develop some strong research skills and have a basic understanding of approaches and their application. SEs are not expected to be perfect at everything, but will be expected to enthusiastically get involved with a wide range of tasks helping the wider team to make client deliverables the best they can be.

Strong SEs will demonstrate a positive attitudes at all times, a willingness to learn, and have a strong work ethic. Beyond their work, they are building a point of view on where and how they will develop within Savanta.

A tech-first mindset is essential as we pivot from a traditional market research business into a cutting-edge technology-first insights company.