

# Research Executive – Newcastle

## ROLE PURPOSE

The research team provides vital knowledge to the Instant business while providing insight and research to external companies using Instant's industry leading data and market position.

The Research Executive's purpose within the team will be to take on the day to day responsibility and ownership of research & data requests from across the business and support bespoke industry research.

## KEY RESPONSIBILITIES

With the industry continuing to evolve and see high growth, this role will provide information on its size, the changing customer base and key insights relating to performance using our internal data and external research. The role will involve basic industry research, data manipulation and insight generation in the form of reports and presented deliverables to a mixture of clients ranging from FTSE 250 Executive Boards to Real Estate start-ups.

A strong understanding of insight generation using Excel and Power BI platforms is expected while being able to present data and trends in a professional and engaging format is vital to the role.

The individual will be joining a growing team within The Instant Group and must have experience working with both internal and external clients alongside having commercial experience and an analytical mind set.

### Industry Research

- Conduct industry research to support The Instant Groups knowledge of industry movements and occupier demand
- Work with other Instant teams to ensure our industry data matches with current internal and external requirements

### Improve the strength of internal industry data

- Improve the quality of The Instant Groups internal data through primary research projects
- Produce regular reports highlighting areas for improvement and monitor change

### Support and manage day to day partner research requests

- Day to day ownership of research requests from our industry partners
- Insight generation and production of deliverables
- Support commercial modelling on a request by request basis

## BACKGROUND AND EXPERIENCE

- Solid background in research and market analysis
- Strong working knowledge of research methodologies, including statistical analysis and data gathering techniques
- Experienced in the preparation of reports and the communication of insight to external and internal stakeholders
- Attention to detail, with a proven ability to deal with abstract, and imperfect data sets
- Experience in commercial negotiations with external customers, proposal and contract creation

## KEY SKILLS AND COMPETENCIES

This role involves having the following key skills and competencies, namely:

- **Skills:** Exceptional organizational skills, a self-starter, excellent communication skills, flexible and adaptable approach to work

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## Job Description

- **Technical proficiencies:** Microsoft Office Suite (Advanced MS Excel), experience of analytical software, ideally Microsoft SQL for analyzing data, Power BI for visualization
- **Competencies (Behaviours):** collaborative, responsible, confident, detail orientated

## MEASURES OF SUCCESS AND KEY STAKEHOLDERS

- Successful management from initial contact to end deliverable of incoming research requests
- Improved internal data quality
- Drive increased revenue from Instants data & industry knowledge

# Working at Instant - Newcastle

## About the Instant Group

The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients. Instant help their clients to move their business forward by providing insight on the real estate market and creating and delivering bespoke workspace solutions. Instant put their customers' business at the heart of the workspace solution and specialise in injecting agility and flexibility into solutions, reducing cost and driving enterprise performance. Instant delivers solutions for FTSE 100, Fortune 500, and SME clients. Instant has offices all over the world and clients in more than 150 countries and is a market leader in flexible workspace. Its listings' platform [Instant Offices](#) hosts more than 15,000 flexible workspace centres across the world and is the only site of its kind to represent the global market,

In 2019 Instant acquired Incendium Consulting Ltd, an independent corporate real estate consultancy that provides large real estate services procurement, consulting, talent and change management programmes to blue-chip clients. Together, Instant and Incendium give clients access to independent market-leading consultancy, world class data and delivery options that transform their approach to workplace in what is a truly distinct offer in the market.

## A business is only as good as its people

It's not all noses to the grind-stone though; this is a dynamic place to work, where colleagues solve challenges and grasp opportunities together and support one another. With a common purpose that glues the organisation together, everyone is pulling in the same direction with a truly client centric focus. We are proud of our differentiated client approach and our exceptional people. We are committed to offering a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mindset.

## The Details

We pay market salaries and the right person will be offered a package according to their experience. You will be based in our Newcastle Office which is located in Hoult's Yard, a modern office and studio complex situated in the Ouseburn. The business village is conveniently located 10 mins drive from the city centre and boasts a great range of independent cafes, restaurants and tap houses. Highlights onsite include the chocolate patisserie, donut café, brewery, miniature golf and weekly visits from local street vendors. There is also parking available onsite and in the surrounding areas. Our office has been recently renovated and is a bright and vibrant space to collaborate with our friendly and welcoming Newcastle Team.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

### For more information please contact Mark Maxwell:

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