



Research Associate

Asia House is an independent think tank and advisory service. We work with companies and governments in Asia, the Middle East and Europe, facilitating high-level dialogue, providing business and market intelligence, and driving commercial outcomes. The Asia House Research and Advisory practice provides bespoke consultancy services and original research to help organisations understand new operating environments and develop engagement strategies to approach business-critical challenges. Our advisory services build on our activities over the past 25+ years driving engagement on trade, investment, and public policy issues.

Role description

Asia House is seeking a Research Associate to join our Research and Advisory team, who deliver a range of services to multinational companies and governments. The Research Associate will work closely with clients, generate content and deliver advisory and communications services. These services will include research, government relations, content development, and event production for client events. This will require developing tailored packages to meet clients' needs and supporting the delivery of advisory and research projects.

Main responsibilities

The Research Associate will support the Head of Research and Advisory and other senior colleagues in the development and delivery of bespoke projects, as well as content for clients and the wider Asia House Business and Policy programme. The post-holder will also engage with Asia House clients, Corporate Members and other external stakeholders directly to build knowledge of their commercial interests and in the course of implementing research and advisory projects. Key responsibilities include:

- Undertake research projects for clients, including political and business intelligence, in coordination with the Asia House team and network.
- Act as a trusted advisor to deliver advice to clients in written and verbal form.
- Work with the Asia House Advisory network, particularly our group of in-region advisors, to produce content, insights and advice for publication or proprietary client projects.
- Create thought leadership pieces on political and economic trends and issues. This may be market and business intelligence; research; private briefings; and/or publications.
- Manage projects as commissioned by clients to ensure they are delivered on time and according to expectations.
- Identify business development opportunities and support formal and informal bids for new business.
- Draft client services proposals based on briefs from prospective clients, developing tailored packages to meet corporate and organisational needs.
- Develop long-term institutional relationships with major multinational companies and encourage their engagement with Asia House.
- Develop Asia House's broader network through building relationships with institutions, diplomatic missions and government departments.
- Represent Asia House at events and networking opportunities.

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The ideal candidate will:

- Have at least four years' proven experience in a research and advisory role including some client-facing responsibilities.
- Have a good understanding of the international trade and investment environment and basic economics, and knowledge of business and policy issues in Asia.
- Have excellent English-language writing skills.
- Have experience producing written content for professional audiences.
- Be highly organised and able to deliver outputs to internal and external stakeholders as required, including in short time frames as necessary across various concurrent projects.
- Have contributed to business development initiatives.
- Enjoy working in a dynamic and fast paced environment.

Contract Type:	Full-Time, Permanent
Reports to:	Head of Research and Advisory
Other Relationships:	CEO, Director of Corporate Affairs, Members of the Business & Policy Team
Purpose:	Delivering work and managing projects for specific clients, as well as generating content for internal and external audiences, undertaking research, including interviews and focus groups as appropriate and ensuring good internal communication regarding current projects and initiatives.
Salary / package:	Competitive, commensurate with experience.
Location:	London

How to Apply

Please send a cover letter, including salary expectations, and your CV to recruitment@asiahouse.co.uk by close of play on 4 August 2021.