



# job specification

---

**PDD** is a design and innovation consultancy creating physical and digital products and experiences that drive our client businesses and delight their customers and users. We have been winning awards and serving our long-standing clients since 1980.

With studios in London, Hong Kong and Shanghai, and working in 6 continents, our experienced managers and talented researchers, designers and engineers help companies in the Medical & Healthcare, Consumer and Industrial & Commercial sectors to grow their businesses through innovation.

We ensure that product and experience solutions are successful by ensuring they are appealing to customers, are feasible and viable for clients to make and are responsible given regulation, society and the environment. Such success creates our future- and it's this sustainable 'win-all-round' business model that excites us- we call it 'Meaningful Innovation'.

---

**Role:** Research Recruitment Specialist - Human Sciences (Human Factors / Design Research)

---

**Location:** London

---

**Reporting line:** Principal - Human Factors & Research

---

**Purpose:**

- To manage the process of participant recruitment and research facilitation for Human Factors and Research
- To deliver outstanding work to clients in the Consumer, Healthcare and Industrial - Commercial sectors
- To deliver work effectively and to agreed timescales, reporting to the project manager and reviewer, co-ordinating with broader team members and liaising with external parties
- To help in the development of PDD business by participating in the development of PDD skills and services and making a contribution to the marketing of PDD

---

## **Responsibilities:**

### **Consulting**

#### Primary activities (immediately upon start)

- Project management / project support for participant recruitment, facility access and scheduling
- Compilation of recruitment specifications and screeners according to project and client requirements
- Organisation and management of study data
- Providing support of non-medical as well as medical projects and activities
- Providing excellent work and presentation in collaboration with other team members for internal review and submission to clients
- Working to agreed budgets and timescales
- Delivering innovative and appropriate solutions to client expectations and in accordance with the PDD Quality system

#### Secondary activities (as role develops)

- Develop internal procedures for recruitment management
- Develop internal database of contacts / facilities / hospitals
- Become an expert in hospital access
- Become owner of Internal Facility capabilities, including maintenance and development of streaming services and data management

#### Knowledge of

- Participant recruitment across medical and non-medical fields
- BHRIA / MRS accreditation requirements and process (or equivalent)
- Data protection regulations / certification / skills
- Hospital access requirements (HRA approvals / Knowledge of IRAS - integrated research application system, etc.)

### **Developing the business**

- Delivering work leading to successful client relationships, ongoing work and additional projects
- Supporting existing campaigns and marketing with input and collateral in specialist or interest areas
- Networking with appropriate professional bodies, academia & interest groups
- Participating in PDD knowledge share meetings and promote awareness of capability to teams
- Participate in the ongoing development and continuous improvement of your service specialisms in line with plans, changing customer demands and competitive challenges
- Participation in continuous development of Human Science service offering

---

## **Requirements:**

- 3+ years' professional experience in research recruitment, medical recruitment experience preferred