

Head of Research

ellwood atfield

The communications and advocacy headhunter

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Head of Research

Job Description

June 2019

HEADLINES

Title	Head of Research
Organisation	Ellwood Atfield
Location	34 Smith Square, Westminster SW1P 3HL
Salary	Competitive
Reporting Line	Dani Brown, Associate Director
Team	Part of the Leadership Team, managing the research function



MANAGING DIRECTOR'S WELCOME LETTER



Dear Candidate,

Thank you very much for your interest in Ellwood Atfield and the role of Head of Research.

We are creating the best research team in the industry and we need someone talented to lead it. The Leadership Practice at Ellwood Atfield is made up of the brightest and best people in the communications industry, with ex FTSE 10 Communications Directors, industry specialists and experienced headhunters advising and recruiting senior level roles in communications and advocacy. If you have an interest in current affairs, politics, what's going on in the world, storytelling and how businesses communicate then you should certainly read further.

Our consultants in the Leadership practice (who handle the senior appointments) do the full process by themselves and we no longer think this model is the one for us. So we are excited to be recruiting a research team to support them. We are looking for someone to lead this, bringing a wealth of experience, best practice and knowledge of how to get things done. It's an exciting, transformative time for our business and this role will be pivotal in helping us reach the next stage of our ambition.

We want the very best people and we strive to always delight our clients, this means you won't be working on numerous searches at any one time, you'll be working on two, maybe three at any one time. You'll be working on 100% retained business and supporting on high profile assignments which touch on a myriad of issues impacting business, the environment and personal lives. We attract interesting and interested people to Ellwood Atfield and your colleagues will be debating Brexit through to best lunch venues in Westminster! We want our research team to be in front of clients and to develop and progress. As a small and growing business, we have supported several internal moves and can be flexible in a way that some other, more rigid firms cannot.

As Ellwood Atfield's Head of Research you will be heading a small team and will work closely with Directors and Associate Directors on senior roles across communications and advocacy from the heart of Westminster. You'll be working as part of a wonderful company where we live by our "one team" culture. We reward success and we support development. We haven't had anyone leave to join a competitor in a long time, which we believe demonstrates our commitment of our people. Our Leadership team has a shared target so we are all in it together.

This role needs a leader who can take ownership of our research function. Someone who is confident in their skills and abilities and passionate about making a difference. If that is you, I hope this role is one for which you can't turn down the opportunity to apply, and we look forward to hearing from you.

Best wishes,

Ben Atfield
Managing Director & Co-Founder

THE LEADERSHIP PRACTICE

The Leadership Practice at Ellwood Atfield consists of some exceptional people. We have experienced headhunters and industry experts working together winning and delivering senior mandates. Recent examples of our work include appointing the Corporate Affairs Director for Network Rail, the CEO of the Institute of Masters of Wine and the Communications Director for eBay.



Some of the colleagues you would be working with:



Geraldine Davies is our Chairman and has led corporate communications and relations for FTSE giants like Prudential and Lloyds before launching her headhunting career at Whitehead Mann.







Ben Atfield Managing Director, co-founded Ellwood Atfield due to his passion for politics and communications.





Gavin Ellwood Director and Founder who leads the livery company for communications professionals in the City of London as the Master of the PR Company.



Catherine May Senior Adviser, award-winning FTSE 20 Communications leader who has carved out her career steering large, successful businesses through change.

Dani Brown Associate Director who began her career as a researcher and led a team of fifteen researchers before becoming a consultant working for Korn Ferry and Whitehead Mann.

Tom Ewen Director who specialises in communications and corporate affairs.

THE ORGANISATION

"Our aim is to be *the* communications and advocacy headhunter who acts as a trusted ambassador across markets and disciplines to deliver an insightful and outstanding service."

Ellwood Atfield recruits for organisations that are seeking to influence their external environments across the full spectrum of communications, public affairs, corporate affairs, sustainability, policy, regulatory affairs, and media.

We are one of the largest and fastest growing specialist headhunters, enjoying our best year to date with 30 consultants in Westminster, Brussels and trusted partners in Geneva, Washington and Sydney. We are a company driven by our values of integrity and excellence and pride ourselves on the fact that 70% of our assignments are retained with longstanding clients across the whole organisation and our Leadership Team works entirely on a retained basis. Here is a snapshot of who we work with, from global giants like Moody's and McDonald's to charities and trade associations.

At Ellwood Atfield we consider our people as our greatest assets and you will find former Directors of Communications from FTSE listed companies, an ex-MD of APCO and other interesting senior advisors will be amongst your colleagues. If you are interested in communications, politics, advocacy or even just what's happening in the world, then we handle the roles that have significant impact and influence in these areas.

Additionally, we are an active and interested organisation in our industry and host a number of events including our flagship event - the annual Political Cartoon of the Year Awards. This year we welcomed over 500 of the UK's leading cartoonists, journalists, peers, Members of Parliament like Yvette Cooper and David Davis, and our many friends from across the advocacy, policy, and communications industries into St John's on Smith Square. Have a look at us www.ellwoodatfield.com



THE ROLE

Finding the right person for our assignments is critical to every mandate we undertake, and research lies at the heart of this. We are excited to create a valued research function to support our Leadership Practice in delivering their senior executive, board and advisory appointments.

Searches range from Director of Communications for a FTSE 100 business to the CEO of a trade association.

What will you be doing?

- Playing a central role in enabling the Practice to provide an insightful, trusted and professional service to our clients
- Providing research to support a portfolio of live searches, producing high-quality and reliable written work like longlist and candidate reports
- Supporting Directors with presentations and business intelligence for pitches
- Utilising our extensive database, LinkedIn, social media, sourcing calls and the internet to generate suitable candidates and market intelligence for each assignment with responsibility for the delivery side (identification, approaches, sourcing)
- Cultivating meaningful relationships with your network and candidates approached
- Applying best practice to promote our reputation in the industry and beyond
- Attending networking events to engage with senior business leaders
- Be 'One-Team' and proactively assist your colleagues



WHO YOU ARE

Inclusivity and empowerment are the cornerstones of our culture here at Ellwood Atfield and we welcome applications from all backgrounds.

You will:

- Have worked as a senior researcher and will be familiar with executing senior level searches
- Have an extensive track record of sourcing and engaging candidates with demonstrable successes in placing candidates in roles
- Be able to produce high-quality, insightful and robust written work, in forms of research reports, longlist reports, references and candidate reports
- Play a key role in enabling the practice to provide a timely, professional and valued service to our clients
- Attend marketing and business development events and a variety of other social networking engagements with senior business leaders
- Have an interest in communications, advocacy or politics

You are:

- A self-starter with excellent time management and prioritisation skills
- Cope well with unforeseen change and able to flex accordingly with the assignment needs, work well under pressure and deliver high quality results
- Able to build credible relationships over the telephone and in person
- Outstanding communication skills both verbally and in writing
- Systems literate and fastidious in your use of technology so as to accurately store information
- Team-oriented reflecting our “one team” culture with a positive ‘can do’ attitude

You’ll get:

- Well paid
- Opportunity to work on some really interesting assignments
- Career development plan and ongoing training
- Great benefits (see a couple of pages further on)

WHAT'S ON OFFER?

Company Culture:

We understand that our people are our best asset and treat them as such. Aside from the usual perks of headhunting like the lunches out or company away days like Paris, we offer something special. We're not just talking about the fact that you can bump into former Cabinet Ministers on our doorstep or our Friday drinks trolley but the Ellwood Atfield One-Team mentality.

Ellwood Atfield is One Team spread across different countries and disciplines who are always there to offer a hand and support you as your career progresses. You bring us your ambition and expertise in research and we offer you a launch pad, access to the market, a bespoke training plan and the opportunity to work with experts in their field. We have an unparalleled retention rate because we value our people and promote an inclusive and welcoming culture founded on decades of sector and headhunting expertise.

Please don't just take our word for it, look at our Glassdoor.



BENEFITS

- Competitive salary. We pay more than our competitors and would never lose a great candidate over salary
- 30 days holiday per year (including an office shutdown between Christmas and New Year)
- Pension
- Flexible working options
- Private medical insurance – Including gym discount and other benefits
- Death in service pay-out
- iPhone (for work and personal calls)
- Paid for sabbatical after 5 years' service
- Team celebrations - from trips abroad to the best restaurants in town
- Extra day off for the company birthday
- EA Air Mile Rewards (recently used for Mexico and Hong Kong)
- Cycle to work scheme
- Summer working hours
- Sodexo employee discount vouchers
- Very understanding about working from home
- Free membership to WiPA/PRCA



NEXT STEPS

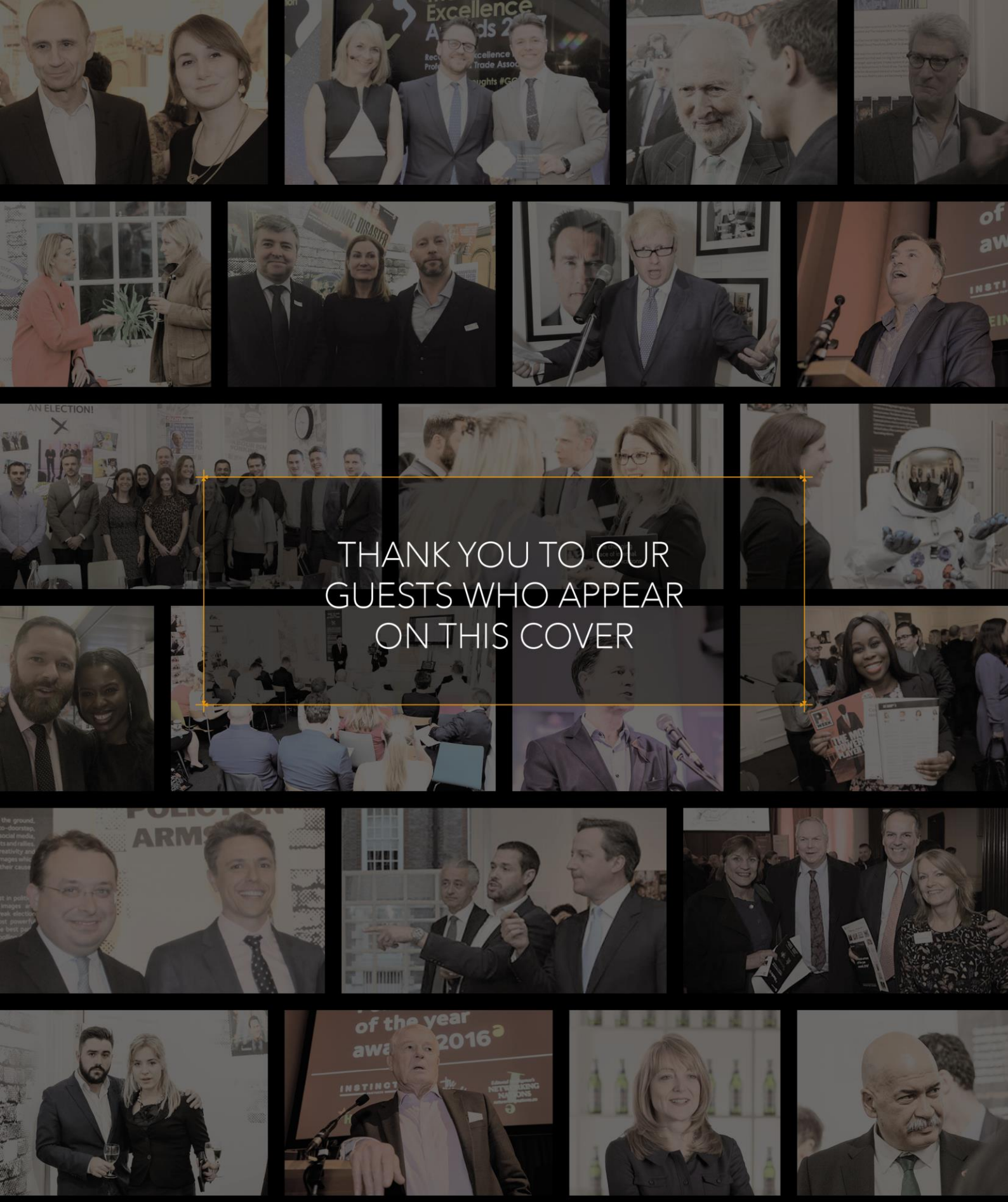
If this looks like your next step or if you would like to have a chat then please contact Dani Brown for a confidential discussion.



Dani Brown specialises in senior executive, board and advisory appointments. She is part of the Leadership practice at Ellwood Atfield and handles Director level and C-Suite positions.

Dani has 19 years headhunting experience. Prior to joining Ellwood Atfield, Dani worked for Whitehead Mann, Korn Ferry International and ran her own business.

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