

1 Job description

1.1 Job Details

Job Details:	
Job Title:	Research Analyst
Department:	Research and Information (R&I)
Reporting to:	R&I Senior Manager - Cyber
Responsible for:	Supporting various activities across the ORX R&I product portfolio, including research projects, working groups and data collection
Budget responsibility:	n/a
Location	Bath, United Kingdom

1.2 Job summary and main purpose

The role is an interesting and rewarding opportunity for an enthusiastic and proactive individual interested in supporting and delivering projects that will help solve current Operational and Non-Financial Risk challenges faced by leading institutions in the global financial services industry.

The individual will contribute across ORX's Research and Information (R&I) team, working as part of close-knit teams to support projects, deliver a range of written outputs and support with Working Group facilitation and data analysis. This will include supporting across the ORX Delivery team offering, contributing to areas such as ORX's Cyber Service.

The Research Analyst will closely support across the R&I team in the delivery of ongoing and new projects. Research activities will include benchmarking and best practice exercises and original research studies including qualitative and quantitative analysis. In addition, they will support the facilitation of Member and Subscriber Working Groups (for example, the Cyber Working Group) and participate in data collection and analysis using tools such as Excel, SQL and R to analyse and visualise data which, together with the individual's strong writing skills, will help us to communicate research findings in coherent and engaging ways.

The successful candidate will require good time management, the ability to work as part of a team, and good communication skills. You will benefit from a supportive working environment in which both job specific training and personal development are valued.

1.3 Principal duties and responsibilities

Key responsibilities for the Research Analyst include:

- **Research** – Support the delivery of ORX’s research programme by exploring emerging practices, trends and methodologies in operational and non-financial risk. Approach research with **curiosity**, asking thoughtful questions and seeking deeper insight. Partner with colleagues to produce well-structured, high-quality reports that deliver **impactful** value to our members.
- **Surveys and data** – Contribute to the design, development and analysis of surveys and other data-collection methods. Apply analytical rigour and demonstrate a **committed** approach to accuracy, transparency and robust statistical practice. Look for opportunities to enhance insight generation and adopt new techniques where beneficial.
- **Community** – Help communicate research findings and strengthen ORX’s global community by preparing materials, supporting Working Groups and participating in member discussions. Build strong, trusting relationships and act in an **empowering** way—facilitating shared learning and building relationships with members and subscribers
- **Team development and relationships** – Work collaboratively across ORX to support a positive, inclusive and high-performing team environment. Share knowledge generously, learn from others, and contribute to the growth and capability of the Research & Information team. Demonstrate commitment to collective success while empowering colleagues to excel.
- **Process efficiency** - Identify opportunities to improve how we work and deliver value. Proactively investigate and introduce automation or efficiency enhancements that streamline processes, reduce manual effort and increase the impact of our outputs.
- **Curiosity and Innovation:** Be curious and open to new ideas, working with colleagues across ORX to identify opportunities to efficiencies and/or outputs, including exploring the use of AI (AI first mentality).

1.4 Accountabilities

Key result areas include:

- Delivering delegated elements of research activities including researching, data analysis and visualisation, supporting project planning, survey work (design, building, analysis), and report writing.

1.5 Candidate profile

CRITERIA	Essential	Desirable
Qualifications and training		
Relevant qualification in an academic discipline such as mathematics, data science or economics. Or equivalent experience such as working as an analyst in risk or finance	X	
Knowledge and experience		
Knowledge of banking and financial services, as well as operational risk		X

Experience of, or confidence in, working on qualitative or quantitative research and manipulating quantitative information (including as part of a degree/relevant qualification)	X	
Experience of assessing and analysing qualitative and survey data		X
Track record of intellectual curiosity and interest in economics and finance	X	
Some demonstrable experience of data analysis with software and statistical packages (e.g. R, Excel, SAS)	X	
Good IT skills, in particular Microsoft Office applications (including PowerPoint)	X	
Skills and abilities		
Experience of operating in an international environment		X
Good communication and interpersonal skills, particularly those acquired in working within a hybrid environment	X	
Ability to handle confidential material with discretion	X	
Ability to work autonomously and proactively	X	
Self-motivated and organised	X	
Ability to cope under pressure and to prioritise tasks	X	
Reliable and trustworthy	X	
Demonstrable participation in the delivery of original research		X

1.6 Key competencies

The 3 key competencies required for the role are:

1. Analytical and conceptual thinking
2. Accuracy and attention to detail
3. Planning and organising