

HLL Humberts Leisure *Consulting*

**Pavilion View, 19 New Road, Brighton, East Sussex, BN1 1UF
Tel: 01273 325911 Fax: 01273 329602**

**JOB DESCRIPTION FOR A RESEARCH/PLANNING ASSISTANT
(UNPAID PLACEMENT)**

The primary role of the Research/Planning Assistant is to provide research support to the planning and consultancy teams, to develop and maintain the company's internal databases and, as necessary to support the office manager in the administration of the office.

1. Support senior staff in the provision of technical and professional support appropriate to degree study.
2. Retrieve information and analyse, adapt and present in such a manner as required and directed in support of planning statements, need assessments and other consulting reports.
3. Monitor trends and transactions in the tourism and leisure market place and carry out bespoke pieces of research as directed.
4. As directed analyse and input information into the company's research and agency databases.
5. Manage the maintenance of the company's library of research documents.
6. Provide administrative support including phone cover, mapping and report binding as necessary.