

Name:

Department (and Section where appropriate): Information Services

Grade: G3

Job Title: Information Scientist – (Digital Content Delivery)

Immediate Line Manager (Job Title): Head of Information Services

Job Purpose

To provide Campden BRI members and clients with excellent services in the area of information provision.

The Information Scientist helps the organisation and its client with access to relevant, timely and accurate information using the latest formats and technologies.

This is essential in maintaining our current services and in helping to build and develop our technical knowledge base.

Main Duties (including % of time spent)

1. To manage, co-ordinate and develop existing information subscription services and member databases (40%)
2. Demonstrate the value of the services to the clients including monitoring service utilisation and running a programme of Webex demonstrations and/or visits to client's sites, including extracting client feedback (10%)
3. To maintain a high level of best practice in terms of the delivery of knowledge and information-based solutions and recommend and implement change in services and products (10%)
4. To support in the development of our digital content delivery strategy (10%)
5. To support the rest of the department and business including answering enquires, proposal development, research and literature searching, development and implementation of document & knowledge management strategies, and sourcing and application of external business intelligence (30%)
6. To create, maintain and enhance effective working relationships

Knowledge, Skills & Experience

- Graduate or Postgraduate level qualification(s) in Information Science accredited by CILIP, or related subjects
- Excellent awareness of current information science practice and use of the latest technologies in providing information in the appropriate formats.
- Excellent understanding and/or practical experience of database, search and content management systems
- Excellent all-round IT skills, ideally with SharePoint site management experience
- Ability to search, disseminate and ideally summarise technical information
- Well-developed communication skills – upwards, downwards and outwards
- Skilled report writing and presentation skills
- Ideally experience of providing, summarising and extracting business information including market research information and ability to present these in different formats
- Ideally experience of information provision in a commercial or a membership-based organisation
- Good communicator with proven client skills

KEY TASKS & RESPONSIBILITIES

<p><u>1. Communications</u> Clearly explains complex information, concepts and development. Provides extensive, individually-tailored written and verbal information and advice Periodically collates and prepares written summaries and reports Demonstrations to clients of information services</p>
<p><u>2. Analytical Skills & Creativity</u> Understand how to apply modern methods of information searching, organisation and retrieval to the internal organisation and its client facing services. Recommend new ways of delivering services based on current best practice</p>
<p><u>3. Management of Activities</u> Co-ordinates the provision of a major area of the department’s activities, this will include organising work flows and work patterns within own department and also across departments.</p>
<p><u>4. Management of People</u> Providing line management to an assistant information scientist. Provides professional leadership and mentoring to less experienced colleagues when in post, both within the department and across the organisation. The ability to manage staff for which there is no direct line management responsibility requires strong negotiating, motivational and influencing skills. <p style="text-align: center;">Director - HoD - Job-holder</p> </p>
<p><u>5. Management of Finance & Resources</u> Responsibility for income generation and/or cost control in their coordination area.</p>
<p><u>6. Autonomy & Accountability</u> Receives limited supervision. Initiates new business opportunities and delivers solutions to clients, members and is closely involved with the planning and execution of the management of the client relationship.</p>
<p><u>7. Working Environment</u> Based at either our Gloucestershire or Nutfield site (preferred), but with requirement for occasional travel between sites and to client sites.</p>
<p><u>8. Other designated job roles</u> (Please tick those applicable)</p> <ul style="list-style-type: none"> Quality Co-ordinator Safety Co-ordinator First Aider First Aid Leader Fire Officer Fire Leader Software Co-ordinator Trained internal Auditor Equipment Officer Departmental Archivist Hygiene Manager Process Hall Manager Event Director Risk Assessor Biological Safety Officer Safety Representative Safety Committee Member Sample Receipt Steward Authorised Driver (in line with Car Policy)

DSE User

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date