

**Campden BRI (Chipping Campden) Limited**

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**Campden BRI (Nutfield)**

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## Job Profile

### Information Scientist – Digital Content Delivery

### Information Services

### Based in Nutfield, Surrey

For enquiries concerning this job, please contact:

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Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue-chip companies and household names.

## **Locations**

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at either the Nutfield site in Surrey or Chipping Campden site in Gloucestershire and may require from time to time travel to other Group sites.

Our Information Service department sits across both of our UK sites, and ideally this role would be based at the Nutfield site, but would require travel to other Group sites. However, candidates, who would prefer to locate from the Gloucestershire site will be considered.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

## **Department**

Our Information Services department consists of 10 staff and provides support and services both to members and clients of Campden BRI, and internally to our colleagues, as well as providing library & research services, and internationally recognised databases and publications.

Keeping up to date with new technologies and providing information in the most modern delivery formats is a challenge for the department. This role will help us to keep abreast of the latest technology and applications involved in information management and learning how to apply this to information provision in order to continue delivering support and services to our clients and staff.

## **Overall purpose of position**

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

## **Duties and responsibilities:**

- To manage, co-ordinate and develop existing information subscription services and member databases
- 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
- 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
- To support in the development of our digital content delivery strategy
- 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
- To create, maintain and enhance effective working relationships

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**Qualifications and competencies:**

- 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 skills;****Communications**

Clearly explains complex information, concepts and developments.  
Provides extensive, individually-tailored written and verbal information and advice.  
Periodically collates and prepares written summaries and reports.  
Demonstrations to clients of information services.

**Analytical Skills & Creativity**

Understand how to apply modern methods of information searching, organisation and retrieval to the internal organisation and its client facing services.  
Recommend and develop new ways of delivering services based on current best practice.

**Management of Activities**

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.

**Management of People**

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 requiring strong negotiating, motivational and influencing skills.

**Management of Finance and resources**

Responsibility for income generation and/or cost control in their coordination area.

**Autonomy & Accountability**

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

**Working Environment**

Based at either our Gloucestershire or Nutfield site, but with requirement for travel between sites and to client sites.

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## Pay and benefits

<b>Salary:</b>	Guide From £25,000 to £30K p/a, depending on experience
<b>Grade:</b>	G3
<b>Holidays:</b>	24 days plus public holidays and a <a href="#">buying/selling holiday scheme</a> .
<b>Pension scheme:</b>	Campden BRI operates a pension scheme
<b>Training:</b>	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
<b>Health:</b>	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
<b>Others:</b>	Other benefits include subsidised restaurant/vending machine and parking on site.

## Further Information

If further information is required, please visit our website [www.campdenbri.co.uk](http://www.campdenbri.co.uk)