

**Name:**

**Department (and Section where appropriate): Information Services**

**Grade: G3**

**Job Title: Information Scientist (Project Researcher)**

**Immediate Line Manager (Job Title): Information Services Manager**

**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)**

- To participate in larger multi-faceted projects with a focus on gathering, disseminating and compiling information. 30%
- Supporting the development of new information services, including ascertaining customer needs and requirements and demonstrating these to clients internal and external. 20%
- Utilising strategic intelligence and information tools to be able to extract information across a range of websites including social media and proprietary databases. 10%
- Participation in the promotion of departmental services internal and external. 20%
- Assisting with technical information enquiries including large research enquiries. 10%
- To support other areas of the information department as required. 10%
- 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 discipline
- Excellent organisational skills and ability to work under own initiative
- Experience of extracting, summarising and presenting information in a variety of formats
- Excellent understanding and/or practical experience of database, search and information management systems
- Excellent awareness of current information science practice and use of the latest technologies in providing information in the appropriate formats.
- Excellent all-round IT skills including use of information tools
- Ideally experience of developing information-based solutions particularly in the area of situational awareness
- Ideally experience of data analytics in areas such as published research and patent information
- Ideally experience of information provision in a commercial, scientific or a membership-based organisation
- Good communicator with proven client skills
- Skilled report writing and presentation skills

**KEY TASKS & RESPONSIBILITIES****1. Communications**

Good communication skills (verbal and written) to confidently engage with clients (internal and external) to determine their requirements for information service provision.

The ability to provide extensive, individually-tailored written and verbal information and advice.

Ability to clearly explain complex information, concepts and developments.

Ability to periodically collate and prepare written summaries and reports from a wide variety of sources.

Confident presentation skills to provide demonstrations of information services primarily at client meetings but also at conferences, exhibitions, member interest groups, or training courses (both on and off site).

**2. Analytical Skills & Creativity**

Ability to understand client requirements to determine the appropriate approaches to fulfil requirements.

Competent interpretation to disseminate, distil and present large volumes of information.

Awareness of current developments in Information Services and Information Service provision in order to recommend new services and methods of delivery.

Identify, scope and propose new services or improvements to current services to enable development of departmental activities.

Ability to adapt to changing priorities or unplanned activities.

**3. Management of Activities**

The organisation, management and delivery of both internal and external projects to meet objectives, timescales, deliverables and financial targets. These projects can be short, medium or long term.

Ability to manage and prioritise several concurrent activities to achieve deadlines. This can involve organising work flows, work patterns within own department and also across departments.

Engage with other departments in the completion of inter-disciplinary work.

Adherence to departmental and corporate procedures.

Assist with general promotion and administrative duties associated within the Information Services Department.

**4. Management of People**

Director - HoD – Information Services Manager - **Job-holder**

No direct line management.

Provide professional leadership and mentoring to less experienced colleagues when in post, both within the department and across the organisation.

Possess strong negotiating, motivational and influencing skills to encourage cooperation and facilitate the management of staff for which there is no direct line management responsibility.

**5. Management of Finance & Resources**

Responsible for income generation and cost control in their coordination area.

Responsible for delivery of projects in accordance with budgetary constraints.

Maintain efficient and cost-effective work on all internal research and commercial contract projects.

Ability to balance longer term objectives and deliver against shorter term deadlines with variable notice periods.

**6. Autonomy & Accountability**

Ability to organise and co-ordinate own work on internal research and commercial contract projects in consultation with the line manager.

Empowered to take decisions based on project-related activities in consultation with the line manager.

Accountable for assigned projects, completion and accuracy of information provided.

Initiates new business.

Ability to work independently, whilst being a good team player, working closely with colleagues in a small section.

Must display initiative, motivation and enthusiasm to provide reliable evidence-based information.

**7. Working Environment**

Primarily desk-based at the Chipping Campden site in Gloucestershire but with the requirement for occasional travel to the Nutfield site and to client sites.  
 As part of the job role, there is the requirement for occasional travel within the UK to attend and/or present at client meetings, exhibitions, conferences and/or training events.  
 To be flexible and accommodating in providing support both within and across departments regarding undertaking a range of activities as required.

**8. Other designated job roles** (Please tick those applicable)

- 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 .....