

Campden BRI (Chipping Campden) Limited

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Campden BRI (Nutfield)

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Job Profile

Information Scientist – Project Researcher

Information Services

**Based in either Gloucestershire or
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. Our Information Service department sits across both our Chipping Campden and Nutfield sites. Ideally this role would be based at the Chipping Campden site but would require travel to other Group sites. However, candidates who would prefer to be based at the Nutfield 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.

The department is involved in a wide range of projects, many of which are multi-disciplinary and require the support of a researcher to help co-ordinate researching the information as well as the subsequent compilation and presentation.

This role will assist the departmental, and specifically the Head of Information Services, Information Services Manager and senior technical staff, to source, disseminate and compile information across a number of projects. There will also be opportunities to be involved in wider opportunities across the department in helping with the development and provision of services.

Overall purpose of position

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

Duties and responsibilities:

- To participate in larger multi-faceted projects with a focus on gathering, disseminating and compiling information
- Supporting the development of new information services, including ascertaining customer needs and requirements and demonstrating these to clients, internal and external.
- Utilising strategic intelligence and information tools to be able to extract information across a range of websites including social media and proprietary databases.
- Participation in the promotion of departmental services, internal and external.
- Assisting with technical information enquiries including large research enquiries.
- To support other areas of the information department as required.
- To create, maintain and enhance effective working relationships.

Qualifications and competencies

- 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 or a membership-based organisation
- Good communicator with proven client skills
- Skilled report writing and presentation skills

Key skills**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)

Analytical Skills & Creativity

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

Competent interpretation in order 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

Ability to adapt to changing priorities or unplanned activities

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 and 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

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.

Management of Finance and 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

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

Working Environment

Primarily desk-based at the Chipping Campden site in Gloucestershire but with the requirement for occasional travel to the Nutfield site and also 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.

Pay and benefits

Salary:	Guide £25,000pa / £30,000pa depending upon experience.
Grade:	G3
Holidays:	24 days plus public holidays and a buying/selling holiday scheme .
Pension scheme:	Campden BRI operates a pension scheme
Training:	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
Health:	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
Others:	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