

**Name:**

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

**Grade: G3**

**Job Title: Innovation & Insights Project Manager**

**Immediate Line Manager (Job Title): Innovation & Insights Section Manager**

### **Job Purpose**

To take responsibility for the design and management of consumer research projects (internal research projects and commercial contract projects) from commencement to completion within the Innovation and Insights Section. To support colleagues within the Section and across the Consumer & Sensory Sciences Department to ensure continued growth of business and client satisfaction.

### **Main Duties (including % of time spent)**

- Manage internal research projects from commencement to completion, including study design, fieldwork, data analysis/interpretation, report writing & dissemination activities. (25%)
- Manage commercial contract projects from commencement to completion, including study design, fieldwork, data analysis/interpretation, report writing & dissemination to clients. (40%)
- Write research and commercial contract project proposals (15%)
- Identify new business opportunities. (10%)
- Deliver presentations at conferences, exhibitions and on training courses (5%)
- Provide scientific and technical support/expertise to colleagues within the I&I Section, as well as across the Consumer & Sensory Sciences Department and Campden BRI as a whole. (5%)

### **Knowledge, Skills & Experience**

- Educated to Degree or Masters level in the areas of food science, consumer studies or social sciences.
- Experienced in planning and conducting consumer fieldwork, as well as, overall project management from commencement to completion for commercial contract projects and/or research studies.
- Experience in designing and managing quantitative consumer research projects will be advantageous.
- Competent in the use of Word, Excel and PowerPoint, as well as the ability and willingness to learn specialist software, such as Compusense Cloud.
- Can demonstrate a basic working knowledge of statistics using quantitative consumer and/or sensory data.
- Full Driving Licence

### **KEY TASKS & RESPONSIBILITIES**

#### **1. Communications**

- Competently manage client interaction and communication (written and verbal) to determine needs and requirements.
- Competently explain (both verbally and written) the outputs from research and/or commercial contract projects in a concise, meaningful way.
- Well developed verbal and written communication skills to impart and discuss technical and commercial detail with staff, clients and members (who may have specialist and non-specialist knowledge).
- The ability to clearly communicate research findings in a range of different written formats, e.g. R&D reports, research summary sheets, abstracts and presentation-style reports.
- Good communication skills to confidently present at conferences, exhibitions, client meetings and on training courses.

- The ability to communicate in an appropriate way to senior or junior colleagues within the Section, as well as other Sections within and outside the Consumer & Sensory Sciences Department.

## **2. Analytical Skills & Creativity**

- Ability to understand client specifications/ briefs to design studies using appropriate approaches for recruitment, data collection, analysis and dissemination.
- Ability to operate effectively in a multi-disciplinary environment and to adapt to changing priorities.
- Show initiative and creativity in developing and nurturing project ideas through to completion.
- Competent at interpretation of quantitative and qualitative results within the scope of internal research and commercial contract projects.
- Ability to accurately report results from the analysis of data regarding research and commercial projects.

## **3. Management of Activities**

- The intellectual ability and self-motivation to initiate and manage internal research projects and commercial contract projects concurrently. These projects can be short, medium or long term.
- The organisation, management and delivery of research and commercial contract projects to meet objectives, timescales, deliverables and financial targets.
- The co-ordination and the running of consumer tests in field e.g. central location tests, home placement tests and on-line surveys.
- The ability to identify, secure and manage resources (e.g. time, staff, financial, equipment, sub contractors) as relevant to the management of research and commercial contract projects. This will involve the co-ordination and delegation of work to other staff within a project team.
- Methodical in approach to setting up and running consumer research projects i.e. experimental design, field work data collection, analysis, interpretation and reporting.
- Ability to manage and prioritise several concurrent activities to achieve deadlines.
- Adherence to relevant research and consumer research procedures and guidelines/ protocols.
- As and when the opportunity arises engage with inter-disciplinary work with other departments within Campden BRI.
- Assist with general promotional and administrative duties associated with the Section and Consumer & Sensory Sciences Department.
- Job inductions for new staff to introduce them to the role of the Innovation and Insights team.

## **4. Management of People**

- No line management responsibilities.
- Lead a team to work on specific ad hoc projects e.g. training events, conferences or a consumer test.

## **5. Management of Finance & Resources**

- Responsible for delivering of projects in accordance with budgetary constraints.
- Manage the financial budget for assigned internal research project.
- 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 line manager.
- Empowered to take decisions based on project-related activities in consultation with line manager.
- Accountable for assigned projects, completion and accuracy of results generated.
- Ability to work independently, whilst also being a good team player, working closely with colleagues within a small Section team.

- Must display initiative, motivation and enthusiasm to get the job done to the required standard.
- To adhere to and follow the MRS code of practise for all consumer testing activity within Campden BRI

### **7. Working Environment**

- Primarily desk-based at the Chipping Campden site, although the job holder will need to attend and manage consumer fieldwork at the Campden BRI Consumer Test Centre at Leamington Spa, as well as other venues across the UK and abroad. This may involve evening and weekend work.
- As part of the job role, there is a requirement for occasional travel within the UK as well as abroad to attend and/or present at client meetings, exhibitions, conferences and/or training events.
- To be flexible and accommodating in providing support to other Sections within Consumer & Sensory Sciences Department and/ or other Departments within Campden BRI 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  
 Out of Hours Service  
 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 .....