

**POSITION:** Information Manager & Business Researcher

**LOCATION:** Sunderland

**TYPE:** Permanent

### THE ORGANISATION

RTC North Ltd is one of Europe's leading independent technology transfer companies serving large, small and medium sized enterprises (SMEs), universities and the public sector, both in the UK and overseas. Included in the range of services on offer is helping clients develop new opportunities and increase their competitiveness through the exploitation of new processes, products and markets.

### THE POST

This is a permanent Information Manager job based in the Sunderland office. The Information Team supports staff in our three offices - Sunderland, Leeds and Daresbury - by undertaking research and providing the information management support required to deliver the public sector and commercial programmes that are contracted to RTC North.

This post will manage the Information Team which comprises of two information professionals and an assistant. It is important that the post holder has a proactive, user-focused attitude to service delivery and understands the need to work in partnership with all staff in the organisation for the benefit of clients.

Members of the team share responsibility for aspects of service delivery but the Information Manager is responsible for of managing the workload whilst also holding the responsibility for effective information management across a range of functions both within teams and across the organisation as a whole.

Collaborative working is key to good performance.

Key elements of the job include:

- Assisting with the management and implementation of knowledge sharing initiatives
- Development, maintenance and Management of web-based information resources and in-house databases
- Undertaking research to support all delivery staff
- Delivery of training to staff and clients as well as professional training to the team as appropriate

This is a full-time job: 37.5 hours per week, although employees are able to work flexibly providing the time is within core hours.

Salary negotiable dependent upon experience.



## THE PERSON

- Must be a Graduate with a first degree or post-graduate qualification in a relevant information or knowledge management discipline
- A qualification in Library and Information Management or equivalent information qualification. (Chartered)
- Experience of managing staff.
- Must have significant experience of working in a commercial information service or reference service.
- Must have well developed IT and communication skills.
- Must have a commitment to quality, be user-focused, able to organise and manage work effectively and work to deadlines.
- A knowledge of industrial sectors would be an advantage.

## HOW TO APPLY

If you feel you have the necessary skills and experience to undertake this job, please forward your C.V. and letter of application, confirming current salary and benefits package to: [personnel@rtcnorth.co.uk](mailto:personnel@rtcnorth.co.uk)

**Closing Date: 29 September 2017**

