



Job Title	QSI NPD Coordinator
Job Level	4B
Location	Phoenix House, Strathclyde Business Park
Business Unit	QSI
Function	Administration
Leader	QSI Trade & NPD Controller
People Leadership	N/A

Role Purpose

To project manage NPD activities generated by the QSI Commercial Teams from inception to final delivery. To act as the interface between QSI Commercial and NPD whilst injecting pace & clarity into all new developments

Responsibilities

- Act as the QSI interface with NPD to project manage new activities and ensure completeness of all information prior to “handing over” to NPD.
- Oversee the delivery of agreed QSI NPD Projects and ensure that targets are achieved in accordance with agreed scope and timeframe and within budgetary and business constraints.
- Provide monthly progress status reporting to the QSI NPD Controller on all Projects, identifying risks and implementing any remedial action plans whilst highlighting future opportunities.
- Develop strong, sustaining relationships with internal and external stakeholders to ensure alignment of all Projects to business objectives and customer expectations..
- Work with QSI NPD Controller, Commercial Team and designers ensuring operational technical constraints & issues are highlighted and concepts presented with best manufacturing options considered.
- **Co-ordinate QSI Gate -1 requests and host gate meetings to review new business cases. This will involve estimating pack costs and working with Commercial Team on business case creation and margin/GC calculations.**

Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products



Core Competencies:

<p>Working with People</p> <ul style="list-style-type: none"> • Demonstrates an interest in and understanding of others • Adapts to the team and builds team spirit • Recognises and rewards the contribution of others • Listens, consults others and communicates proactively • Supports and cares for others • Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses 	<p>Applying Expertise & Technology</p> <ul style="list-style-type: none"> • Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continuous professional development • Shares expertise and knowledge with others • Uses technology to achieve work objectives • Demonstrates appropriate physical coordination and endurance, manual skill, spatial awareness and dexterity • Demonstrates an understanding of different organisational departments and functions.
<p>Presenting & Communicating Information</p> <ul style="list-style-type: none"> • Speaks clearly and fluently • Expresses opinions, information and key points of an argument clearly • Makes presentations and undertakes public speaking with skill and confidence • Responds quickly to the needs of an audience and to their reactions and feedback • Projects credibility 	<p>Creating & Innovating</p> <ul style="list-style-type: none"> • Produces new ideas, approaches or insights • Creates innovative products or designs • Produces a range of solutions to problems • Seeks opportunities for organisational improvement • Devised effective change initiatives
<p>Planning & Organising</p> <ul style="list-style-type: none"> • Sets clearly defined objectives • Plans activities and projects well in advance and takes account of possible changing circumstances • Identifies and organises resources needed to accomplish tasks • Manages time effectively • Monitors performance against deadlines and milestones 	<p>Adapting & Responding to Change</p> <ul style="list-style-type: none"> • Adapts to changing circumstances • Accepts new ideas and change initiatives • Adapts interpersonal style to suit different people or situations • Shows respect and sensitivity towards cultural and religious differences • Deals with ambiguity, making positive use of the opportunities it presents.

Skills and Qualifications:

- Proven track record in successfully driving and delivering change projects
- Significant experience of packaging print processes and packaging materials its compontentry, design and performance requirements
- Proven track record in Project Management
- Strong organisational skills and administrative aptitude as demonstrated via effective delivery of stakeholder requirements within a change environment
- Excellent PC Application skills with specific expertise in **IFS and Excel**.
- Ideally degree level qualified or equivalent, with relevant experience in change management within either an FMCG or packaging environment
- Pragmatic problem solving skills with the ability to prioritise and achieve targets under pressure whilst managing conflicting priorities
- Self-reliant with interpersonal skills to interact effectively at all levels of the business
- Excellent attention to detail.
- **Understanding of pack costings**

Created by:	John Harvey
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