



<b>Job Title</b>	<b>QSI NPD Coordinator</b>
<b>Job Level</b>	4B
<b>Location</b>	Phoenix House, Strathclyde Business Park
<b>Business Unit</b>	QSI
<b>Function</b>	Administration
<b>Leader</b>	QSI Trade & NPD Controller
<b>People Leadership</b>	N/A
<b>Role Purpose</b>  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	
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Act as the QSI interface with NPD to project manage new activities and ensure completeness of all information prior to “handing over” to NPD.</li> <li>• 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.</li> <li>• 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.</li> <li>• Develop strong, sustaining relationships with internal and external stakeholders to ensure alignment of all Projects to business objectives and customer expectations..</li> <li>• Work with QSI NPD Controller, Commercial Team and designers ensuring operational technical constraints &amp; issues are highlighted and concepts presented with best manufacturing options considered.</li> <li>• 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.</li> </ul>	
<b>Values</b> <div> <div> <p><b>BE PROUD</b> We are proud of our brands, our heritage, and our commitment to superior quality in our products</p> </div> <div> <p><b>BE RESPONSIBLE</b> We expect every individual and their teams to be accountable and to perform to their full potential</p> </div> <div> <p><b>BE SUSTAINABLE</b> We wish to make a positive contribution to our communities and to our environment</p> </div> <div> <p><b>BE PROFESSIONAL</b> We value integrity, transparency, professionalism and constructive debate within a team working culture</p> </div> <div> <p><b>BE ENTREPRENEURIAL</b> We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement</p> </div> <div> <p><b>THINK LONG TERM</b> We are proud of our brands, our heritage, and our commitment to superior quality in our products</p> </div> </div>	



## Core Competencies:

### Working with People

- 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

### Applying Expertise & Technology

- 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.

### Presenting & Communicating Information

- 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

### Creating & Innovating

- 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

### Planning & Organising

- 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

### Adapting & Responding to Change

- 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

Date: July 2011

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Date of last revision: August 2016