



Creating a world of better opportunities

Job description

Inspec Trainee Information Scientist

Hybrid - Stevenage

Fixed Term Contract

Grade 6

Full Time - 35 Hours per Week

Reports to: Inspec Information Scientist Team Leader

Where the role fits

This role is part of the Content Services team, within the Operations Team, that is responsible for the operational delivery of all products and services, across all customer groups and geographies.

The role of the Operations team is to define and deliver the operational strategy that enables the delivery of high-quality, cost-effective services, providing input into the product roadmap, with the Portfolio and Product Management team (PPM) and the Engagement and Growth team (E&G).

The Operations team are responsible for driving continuous improvement of processes, workflows, solutions and services, making use of advances in technology, whilst effectively managing outsourced services, to deliver efficient and effective continuous process improvements that minimises cost and risk to the organisation as a whole.

Purpose of the role

The Trainee Information Scientist will support the ongoing quality, accuracy, and relevance of Inspec, the IET's leading scientific and technical databases. Working within the Inspec Content team, the Trainee Information Scientist will review, select, and index scientific and engineering literature, developing subject expertise and technical skills that contribute directly to the success of Inspec and its derivative products.

Initially focusing on subject indexing, quality checking, and data curation under the guidance of experienced Information Scientists, the Trainee Information Scientist will, as the role progresses, develop to take on greater responsibility for quality assurance, feedback, and training activities.

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- Index and select material for inclusion in the Inspec Database in line with established policies and standards.
- Maintain accurate records of indexing activity and quality control results for reporting and audit purpose.
- Participate in training, knowledge-sharing, and peer review sessions to develop and maintain subject expertise.
- Review and quality-check work completed by offshore indexing teams, providing constructive feedback to maintain consistency and accuracy.
- Respond to queries and assist with communication between internal teams and offshore partners.
- Support Information Scientist Team Leaders and Product Development teams to maintain and improve systems, workflows, and indexing tools.
- Support the continuous improvement of indexing standards and controlled vocabularies
- Contribute to projects aimed at enhancing Inspec's content, data quality, and product development.
- Assist in data science-related tasks connected to Inspec products and services where required.
- Assist with testing and implementation of new content management tools and indexing systems
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Apply specialist knowledge and skills:** You'll leverage your in-depth knowledge and expertise in a specific field to deliver essential tasks and services that contribute to the smooth running of the IET.
- **Perform specialist tasks accurately:** You'll independently execute a diverse range of specialist tasks under general supervision, ensuring accuracy, efficiency, and adherence to established procedures.
- **Contribute to continuous improvement:** You'll actively participate in the ongoing development and improvement of the IET by applying your specialist knowledge and suggesting innovative solutions.
- **Collaborate effectively:** You'll work closely with colleagues from various departments, fostering a collaborative and inclusive environment where open communication leads to achieving shared goals as a One IET team.
- **Provide valuable expertise:** You'll act as a resource within your area of specialism, sharing your knowledge and expertise to support your team and contribute significantly to the overall success of the IET.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development of your team to achieve their full potential, fostering a positive and inclusive work environment.

Skills and experience required

- Educated to degree level in a scientific or technical discipline, or able to demonstrate equivalent knowledge and expertise gained through relevant professional or research-based experience, with subject-specific understanding in one or more relevant fields.
- Strong attention to detail and accuracy when analysing and classifying complex scientific information.
- Able to work under pressure, manage multiple tasks, and meet production deadlines.
- Ability to work with databases and digital tools with strong Excel skills.
- Proactive approach to problem-solving, learning, and continuous improvement.
- Enthusiasm for information organisation, scientific communication, and data management.
- Willingness to learn new systems, tools, and subject areas as part of structured on-the-job training.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Lifelong learning:** You'll demonstrate a willingness and flexible approach to learning and adapting to new tasks and responsibilities, staying current with industry trends and developments.
- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Effective communication:** You'll possess excellent written and verbal communication skills, ensuring clear and concise communication with colleagues and stakeholders.
- **Organisation and time management:** You'll demonstrate strong organisational and time management skills, effectively prioritising tasks and meeting deadlines consistently.
- **Positive and collaborative work environment:** You'll be passionate about creating a positive and inclusive work environment, fostering collaboration, and contributing to a supportive team atmosphere.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

Authorised by	Job Title	Date
Head of Department / Team	[Insert Initials and Job Title of Authoriser]	[MM.YYYY]
Strategic People Partner	[Insert Initials and Job Title of Authoriser]	[MM.YYYY]

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handing, as well as current Health and Safety policies.