

ROLE PROFILE	
Job Title:	Opinions Panel Leader
Level:	
Reports To:	Sensory Scientist II
Context/Scope:	<p>The role focusses on Day to day management of activities to ensure successful operation of projects through the Opinions Panel. .</p> <p>Executing projects with leadership ensuring the panel delivers data in line with good sensory practice.</p> <p>Maintaining quality of activities against set KPIs regarding Opinions Panel projects</p> <p>This role ensures that Opinions Panel projects are executed to the highest standards.</p> <p>This role would also assume responsibilities to ensure compliance with all SOP's and requirements.</p> <p>NOTE: due to the nature of this role this is not a 9 to 5 job, flexibility in working hours and days will be expected to fit with the availability of Opinions Panellists whilst maintaining a working relationship with the sensory team.</p>
a) Leadership Responsibilities	<ol style="list-style-type: none"> 1. Be a strong leader to ensure smooth running of activities with the Opinions Panel, managing day to day interface with Synergy, Opinions Panellists and Chaperones 2. Strong participating member of Sensory team, bringing ideas to improve services and current WOW to team members 3. Ability to manage time and organise tasks within timelines agreed with manager 4. Ability to identify and bring to manager's attention issues that arise, need manager's intervention and propose improvements to ways of working
Top Accountabilities	<ol style="list-style-type: none"> 1. Planning, organisation, preparation and execution of Opinions Panel sessions covering on-site and off-site activities across a range of traditional and innovative qualitative and quantitative methodologies, following best practice whilst ensuring health and safety is adhered at all stages. 2. Preparation and organisation of samples in an efficient and orderly way to ensure smooth running of the opinion panel sessions.(Including liaising with sample team to understand preparation, coding and blinding, charging and preparing devices, cleaning) 3. Ensure orderly scheduling, briefing to Synergy team, preparation and flawless execution (including Compusense file set up) recording and feedback. 4. Timely completion of all documentation, adherence to SOP's, Operations Manual and good working practices. Close working relationship with the security team to ensure seamless attendance of Opinions Panellists on site 5. Data analysis and reporting of evaluations as required by the sensory manager.
Skills, Qualifications and Experience Required	<ul style="list-style-type: none"> • BSc or Masters, or with equivalent experience. • Strong interpersonal and communication skills • Ability to function independently and demonstrated ability to coordinate small projects. • Pro-activeness to voice opinion with a team • Organisation, ability to follow procedures, attention to detail and self-motivation. • Computer skills including Word, Excel and Outlook calendar management. • Positive attitude and ability to work with a diverse team through phone/ email and face to face contact. • Experience with focus group moderation or conducting discussion sessions would be an advantage.

To find out more or to apply please email Vicki Blount -Vicki.blount@synergyoutsourcing.com