

Job description

Job title: **Support R&D Consultant**

Reports to: **Senior R&D Consultant**

Overall purpose:

Under the direction of the Senior R&D Consultant, to deliver psychometric research services in support of marketing existing products and the development of new products.

Scope:

The post holder works within a Research & Development team that forms part of the Group Marketing Department, located in Oxford, England. Work will be assigned that is associated with both pre- and post-production stages of OPP and IPAT's psychometric products, resource materials, training and consultancy offerings. Project work typically involves working across departments, as well as collaboration with academic and commercial associates.

Principal accountabilities:

1. To participate in and manage research projects for pre- and post-publication test development, that are likely to include:
 - conducting the data-gathering process
 - carrying out appropriate data analysis
 - Developing norm tables and other relevant statistical data in support of new and existing products
 - Documenting the research process, including writing copy for manuals and journal articles

For the right individual, or as the role develops, the following tasks may become relevant:

- Development of project plans and proposals
- Liaison with psychometric authors, and other research collaborators
- Item writing
- Managing and conducting the data-gathering process
- Designing and carrying out appropriate data analysis
- Designing and managing appropriate validation studies, including developing appropriate criterion measures
- Writing copy for conference presentations, internal communications and PR.

2. To assist in the relationship development and management and of OPP's international research collaborators and distributors, to facilitate:

- A co-ordinated approach to data-warehousing and knowledge management

For the right individual, or as the role develops, the following tasks may become relevant:

- Timely delivery to market of translated questionnaires and resource materials to a consistently high quality
 - The co-ordination of research related to OPP and IPAT's core offerings (products, training and consultancy), and to ensure that the benefits of such research to OPP is maximised.
- 3.** To develop novel ideas for new or enhanced products and services to meet client needs. Examples might include:
- Writing resource materials to support the application of OPP's psychometric products (e.g. booklets describing applications)
 - Implementing and contributing to expert-reports for clients based on OPP's psychometrics, for delivery via electronic platforms
 - Supporting the development of new offerings within OPP's consultancy core capability areas

For the right individual, or as the role develops, the following tasks may become relevant:

- Developing ideas for new psychometric tools and techniques
 - Writing expert-reports for clients based on OPP's psychometrics, for delivery via electronic platforms
- 4.** For the right individual, or as the role develops, the following tasks may become relevant:
- Promote OPP as innovative to a wide audience through presentations to UK and overseas scientific and practitioner conferences, through publication of papers, articles
- 5.** Carry out other such duties as may reasonably be required, commensurate with the grade of this post

This job profile is current as at the date shown below. In consultation with the post-holder it is liable to variation by management to reflect or anticipate changes in or to the job.

Person Specification

Factor	Essential	Desirable	Means of Assessment
Professional qualifications /training	Post-graduate qualification in psychology, or a related subject	Specific post-graduate qualification in occupational psychology, psychometrics or another relevant specialism.	Application/ interview
Relevant experience	<ol style="list-style-type: none"> 1. Knowledge of more than 5 of the following: <ul style="list-style-type: none"> • Developing ability tests • Developing personality instruments • Developing computer-based assessments • Producing norm tables • Applications of classical test theory (internal consistency, reliability etc.) • Validity studies • Multiple regression • Exploratory factor analysis • Confirmatory factor analysis • Item response theory (IRT) • Computer adaptive testing (CAT) 2. High degree of numeracy and competence in using statistical packages such as SPSS 3. Proven ability to communicate technical information to non-technical people in a clear way, both orally (including group presentations) and in writing 	<ol style="list-style-type: none"> 4. A track record in successful project management in a commercial environment 5. Experience of delivering consultancy solutions and applying psychometric tools and techniques in a commercial environment. 6. Experience of working in an R&D function in a commercial environment, and ideally in a sector relevant to OPP 7. Qualification and experience in applying OPP and IPAT's key products in commercial settings. Specifically: <ul style="list-style-type: none"> • 16PF5 • MBTI Step 1 • MBTI Step 2 • FIRO-B • ABLE • Benchmarks • Other Level A and B instruments 	Application/ interview/ psychometrics/ presentation

		8. A track record of research within a commercial organisation 9. Specific in-depth knowledge of SPSS 10. Publication in peer-reviewed journals and conferences	
Competencies	1. Problem Solving and Judgement 2. Organisation 3. Interpersonal Effectiveness 4. Written Communication 5. Technology Orientation 6. Innovation and Initiative 7. Teamworking 8. Integrity		Psychometrics Publication or CV/ covering letter, or other written work
Special requirements		Live within daily travelling distance of OPP head office (Oxford)	

Summary of main terms and conditions of employment

The terms and conditions of employment applying to the position of Support R&D Consultant are as follows:

1. Salary

Commensurate with experience

2. Benefits

- 25 days paid holiday, plus up to five days unpaid leave per annum
- Free individual private healthcare or dental cover
- Group personal pension scheme where OPP matches individual contributions between 3% and 5% (eligible to join after three months)
- Life assurance, paying four times salary
- Parking available on site
- Employee Assistance Programme
- Child care voucher scheme

3. The contractual notice for staff in the above post is 1 month on either side during the first year of employment, increasing to 2 months notice on either side thereafter.

4. The probationary period is 3 months

5. Hours of work: 37½ hours per week. Some adjustment to hours may be possible to accommodate those requiring flexibility.

Applications

To apply, please send/ email your CV with a covering letter to the Human Resources Department, OPP Ltd, Elsfield Hall, 15-17 Elsfield Way, OX2 8EP.

Email: careers@opp.eu.com

For further information, visit the OPP Website at www.opp.eu.com