

Name:

Department (and Section where appropriate): Centre of Technical Excellence (CoTE)

Grade: Associate Director

Job Title: Associate Director – Consulting

Immediate Line Manager (Job Title): Chief Operating Officer

Job Purpose

To deliver and develop a profitable, efficient broad scale **scientific service** across all CoTE areas for Campden BRI.

To support the Chief Operating Officer in relation to the development and implementation of strategy to ensure profitable and sustainable growth of Campden BRI.

To jointly develop and implement CoTE Directorate strategies, in conjunction with the Chief Operating Officer specifically in relation to scientific services with key focus on profit, quality of delivery and sustainable business model in comparison to key industry competitors.

To support the Chief Operating Officer in promoting a positive culture across the business in which the core values are embedded and exhibited in all we do.

Main Duties (including % of time spent)

- Leads business delivery and development of profitable external business (55%)
- People and equipment resource leadership of Technical Excellence Field (25%)
- Direct technical delivery and internal/external Ambassadorship (10%)
- Financial planning and budgetary management (10%)

Knowledge, Skills & Experience

- Degree in relevant science or technology-based subject (Chemistry, Biochemistry, Microbiology or similar)
- An experienced leader, highly competent in strategy development, people skills change and delivery management, as well as the commercial aspects of running a service-based organisation.
- Highly scientific and technical competence in the areas relevant to the business area.
- Renowned seasoned expert, ambassador in this science delivery area.
- Proven competence in managing timely and cost-effective delivery of technical services/research outputs.
- A proven influencer with outstanding collaborative people skills and highly developed specialist knowledge.
- Knowledge of the needs of the food and related industries with the ability to use this to influence and direct substantial business strategy.
- Outstanding communication skills with a track record of successful team leadership and project procurement and management.

KEY TASKS & RESPONSIBILITIES

1. Communications

- To participate in relevant industrial academic committees and develop collaboration with other research and technology centres and funding bodies in the UK and overseas to enhance the research base and scientific, technical and information services offered to members and clients.
- To ensure that Business Area staff are kept fully aware of the changing needs of members and clients and the requirements of the agri-food industry as a whole, providing staff with foresight and avenues for learning and development and to align the changes along with the opportunities

for leading innovation.

- To participate and encourage communication within the Technical Excellence Field and across other Directorates concerning Business Management, relating specifically to business activities, performance and responsibilities.
- To promote cross Directorate business opportunities.
- Verbal and written client facing communication to impart and discuss technical and commercial detail to audiences having both specialist and non-specialist knowledge.
- Member of CoTE Senior leadership team with requirement to communicate instructions to Departments and Section Heads and the broader departmental team and to receive and contribute to company communications more generally.
- Promotion of business-wide cooperation to enhance efficiency and to deliver client-focused services.

2. Analytical Skills & Creativity

- Expertise in analysing highly complex information.
- To drive forward and endorse opportunities for innovation.
- Expertise in assimilating multiple information streams and opinions to make sound decisions/recommendations and offer a structured approach to problem solving.
- Ability to balance activities requiring prolonged concentration (e.g. developing budget) with day to day activities.
- Ability to balance longer term objectives and deliver against shorter term deadlines with variable notice periods.

3. Management of Activities

- Responsibility for the planning and organising of a broad range of activities with planning horizons of several months or more.
- Long term business plans which may impact widely across the whole CoTE Directorate.
- To make significant contribution to the development of strategy in relation to new business opportunities, weaknesses and future competitive advantage.
- To be seen as a nationally/internationally renowned seasoned expert and an ambassador for the business in order to enhance the status of the organisation within the agri-food chain and associated industries world-wide, thus placing Campden BRI at the forefront of scientific services, providing industrially relevant knowledge and expertise.
- To identify future skill and knowledge requirements arising from developments and advancements in science and technology and initiate the development of those capabilities within the Directorate or Campden BRI to best satisfy those needs.

4. Management of People

Chief Executive – Chief Operating Officer – JOB HOLDER – Direct reports

- Within the Technical Excellence Field, to actively lead key managerial and technical personnel and empower them with the authority and resources needed to enable them, and staff for whom they are responsible, to fulfil their job roles, carry out their duties and achieve their job and personal objectives.
- Responsible for implementation of business improvement initiatives across own business area.
- Directs and empowers direct reports to ensure employee's skills and abilities are aligned to meet the current and future business needs.
- Coach, mentor and empower direct reports to ensure a high performing team is in operation.
- To enhance the culture within the business area to deliver excellent services, to both internal and external clients and colleagues, in a safe and effective manner and to be an ambassador for the clear demonstration of core values from all staff.

5. Management of Finance & Resources

- Responsibility for the formulation of annual and forecast estimates of income and expenditure within own business area and manage expenditure in accordance with agreed budgets.
- To analyse and act on financial data in order to identify actions to improve performance and ensure sustainability of the Business Area.
- To make recommendations and justification for investment into capital equipment and strategic development initiatives within own business area.

6. Autonomy & Accountability

- Working primarily unsupervised with general autonomy for decisions in the Scientific Services Technical Excellence fields.
- Empowered to initiate and implement corporate strategy within the overall business area.

- Responsible for the implementation of the Business Area departmental plan.
- Accountable for the Business Area performance in relation to finance, technical and service delivery/quality.
- Accountable as company representative on projects and in client-facing activities.

7. Working Environment

- Office based but also required to travel nationally and internationally.
- Requirement to undertake consultancy activities within client-facing activities at various external locations.

8. Other designated job roles (Please tick those applicable)

- Quality Co-ordinator
- Safety Co-ordinator
- First Aider
- First Aid Leader
- Fire Officer
- Fire Leader
- Software Co-ordinator
- Trained internal Auditor
- Equipment Officer
- Departmental Archivist
- Hygiene Manager
- Process Hall Manager
- Event Director
- Risk Assessor
- Biological Safety Officer
- Safety Representative
- Safety Committee Member
- Sample Receipt Steward
- Authorised Driver (in line with Car Policy)

DSE User

Signed & Dated

Job Holder Date

Line Manager Date