Name: 

Department (and Section where appropriate): Product Innovation

Grade: G2

Job Title: Bakery Technologist

Immediate Line Manager (Job Title): Team Manager

**Job Purpose**

The role requires an understanding of baked products and bakery technology. The role will involve interaction with clients, both internal and external, working on bakery projects, helping to generate project proposals, discussing project findings and writing coherent reports. There will be a need to help with practical sessions on training courses and develop skills in delivering presentations on courses and at meetings.

**Main Duties (including % of time spent)**

- Undertake project work and training on behalf of clients (60%)
- Write reports and proposals for projects (15%)
- Maintain the bakeries in good condition (15%)
- Provide advice to clients (5%)
- Identify new business opportunities (5%)

**Knowledge, Skills & Experience**

- Bakery related degree or science degree with relevant experience of baking and bakery science.
- Knowledge of raw materials and / or production methods, processes and baked product analysis.
- Good communication and organisational skills for holding discussions with staff and clients.
- Ability to manage work on a number of projects simultaneously to agreed deadlines.
- Ability to write reports and proposals of varying length and complexity.
- An analytical mind with good attention to detail and the ability to find solutions to complex problems.
- An enthusiastic approach to bakery science/technology keen to seek out new ways of working.
- Puts the client/customer and their needs at the heart of everything that we do.
- A strong team player

**KEY TASKS & RESPONSIBILITIES**

1. **Communications**

   - Proactive communication of information to line manager and Product Innovation Lead.
   - Effective communication and project management, highlighting project risks and opportunities.
   - Training course creation, support and presentations on baking technology and related subjects.
   - Contact with a range of clients (including industry, government and academia).
   - Good communication skills for holding discussions with staff and clients, to generate project proposals, discuss findings and write coherent reports.
   - Presentations to clients (e.g. MIGs, conferences, private) to generate new business.

2. **Analytical Skills & Creativity**

   - Demonstrate creative and innovative skills, contribute to ideas generation sessions.
   - Strong practical bakery understanding and hands on approach.
   - Ability to balance longer term objectives and deliver against shorter term deadlines with variable notice periods.
   - Ability to apply an analytical and scientific approach to bakery science and technology.
   - Ability to assimilate information streams and opinions to make sound decisions / recommendations and offer a structured approach to problem solving.
   - Consultancy with clients to identify and solve baking problems.
   - Knowledge of bakery science, of relevant test methods for ingredients, processes and end products, and how Campden BRI can provide a service for clients.
   - A commercial awareness and understanding of business.
3. Management of Activities

- Manage several projects, possibly including those involving more than one department (also external suppliers of contract work).
- Follow appropriate business management procedures and rules in all aspects of work.
- Delivery against financial and technical targets.

4. Management of People

- No direct reports but expected to manage staff working on own projects.

5. Management of Finance & Resources

- Financial responsibility is for project accountability.
- Responsible for generation of income that contributes to the department income of approximately £1.7m.

6. Autonomy & Accountability

- Working independently & part of a team with autonomy for decisions based on project-related and client-based activities.
- Has duty to instigate new areas of business for the department.
- Has specialist knowledge in bakery technology and would advise others (both internal and external).
- Ability to work on own initiative and take responsibility for results of own projects (costs and technical).
- Responsible for implementation and management of corporate activities and legal requirements.

7. Working Environment

- Primarily company based but requirement for some travel in the UK and abroad.
- Requirement to undertake activities in processing environments and specialised laboratories.

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
- Manual Handler

Signed & Dated

Job Holder  ___________________________  Date  ___________________________
Line Manager ___________________________  Date  ___________________________