

Name:

Department (and Section where appropriate): Food Safety Management Systems

Grade: G4

Job Title: Food Safety Management Systems Specialist

Immediate Line Manager (Job Title): FSMS Management Lead

**Job Purpose**

The primary focus of this role is to design and deliver dynamic and interactive food safety training face to face and virtually.

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

Take a lead in designing, delivering and promoting the training offering in line with safety areas of the food and drink supply chain. (65%)

Maintain Campden BRI's position in the evolution and exploitation of best practice in food safety management (10%)

Development and implementation of business development strategies leading to the preparation of proposals to clients that results in contracts, training and research in the Food Safety Management area. (10%)

Respond to direct technical enquiries using own expertise and information retrieved from relevant sources to answer the client query. (10%)

Identify synergies with other operating teams at Campden BRI to assure the evolution of the food safety management activity beyond systems related work (5%)

**Knowledge, Skills & Experience**

- Degree qualified in a relevant subject. Minimum of 6-10 years' experience in food and/or drink manufacturing to give the appropriate level of credibility to operate in this broad and strategic role.
- Experience of working within a HACCP team and experience of working with commercial and customer standards, for example BRCGS, FSSC22000.
- Effective project management skills from recent experience.
- Trained to an advanced level in auditing and food safety management, is essential.
- Evidence of training capability through a "Train the Trainers" course or similar, would be advantageous.
- Good verbal and communication skills to form good business relationship and to develop new business
- Effective time management skills relating to effective delivery and business practices.
- Demonstrable experience of powerpoint and virtual delivery platforms.
- Full UK/EU driving licence and be eligible to work and travel freely within the EU.

**KEY TASKS & RESPONSIBILITIES****1. Communications**

- Making presentations and delivering training to internal and external audiences in-line with areas of expertise and competencies.
- External and internal communications on the phone, via email and via face to face meetings to impart technical and commercial detail to both specialist and non specialist audiences
- Interactions with clients to build sound relationships and to manage their expectations through good questioning techniques to establish their requirements and needs.
- Undertaking appropriate technical/auditing investigations to aid problem solving.
- Written communications in the form of training materials
- Design, management and delivery of training courses including practical demonstrations, role plays and presentations.
- Day-to-day communication with direct line manager and direct reports.

**2. Analytical Skills & Creativity**

- Able to develop highly engaging materials for training courses.
- Devise and implement working practices to enable provision of efficient flexible technically sound and profitable services
- Contribute innovative approaches to training design and project planning activities
- Ability to deliver on a spectrum of project types, of increased complexity, from longer term research to shorter term projects
- Prepare quotes and tenders for client projects – containing technical and resource management aspects.
- Adopting a 'can do' approach to resolving project related issues that arise to meet the client expectations.

**3. Management of Activities**

- Communicate effectively within the team, the wider business and externally to clients so as to deliver collaborative projects.
- Developing new business opportunities, leading to proposals in existing and new areas to meet challenging growth targets agreed with the line manager
- Effective collaboration with colleagues in the team to ensure a smooth delivery of services
- Planning and scheduling of work to meet a blend of short- and long-term deadlines.
- Ability to work on more than one project at a time over a flexible period.
- Plan and undertake practical delivery of both training and contract projects.

**4. Management of People**

Associate Director Consulting Technology – FSMS Management Lead – **JOB HOLDER**

- Expected to work as part of a multidisciplinary team and support the development of colleagues.
- Proactive in ongoing self-performance improvement and development.

**5. Management of Finance & Resources**

- Ability to deliver complex projects within budget and on time
- Ability to balance day to day activities to meet both short- and longer-term objectives
- Take responsibility for planning and project management of projects of increasing complexity.

**6. Autonomy & Accountability**

- Working under minimal supervision of the line manager, expected to autonomously drive new business development and achieve a growth in-line with targets of 10% year-on-year
- Take ownership for the quality and accuracy of own work, including highlighting and reporting non-conforming work or other technical problems (equipment or method)
- Take responsibility for the planning and delivery of a spectrum of sizes of projects
- Be responsible for the content of training materials and be credible it is delivery

**7. Working Environment**

- Primarily based at Campden BRI (Chipping Campden site) but with likely requirement for significant travel in the UK as well as abroad for business development purposes as well as to conduct trials and consultancy in factories. Some of these trips will involve overnight stays.
- Wearing of PPE for some tasks will be required at Campden BRI and when off site at client sites

**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 \_\_\_\_\_