

**Name:**

**Department (and Section where appropriate):** Food Manufacturing Technologies Department

**Grade:** G3

**Job Title:** Food Safety Management Systems Specialist  
Maternity Cover (12-month Fixed Term Contract)

**Immediate Line Manager (Job Title):** Food Safety Management Systems Lead

### **Job Purpose**

To manage and deliver scientific and technical projects (training, consultancy and research) giving high quality and cost-effective solutions to our clients both internal and external. To develop business for Campden BRI in focused areas to support the strategy and vision of the business.

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

- Planning and execution of technical delivery as guided by your line manager or others within the team, ability to plan and manage your own time to meet deadlines. This will be on a blend of contract, training and research projects. All work is undertaken in line with the requirements of our business management system. (60%)
  - Responding to direct technical enquiries with support as appropriate using information retrieved from relevant sources. This will include provision of consultancy and the performing of site audits/pre-audits. The frequency and complexity of which will build with time and experience. (25%)
  - Present training materials as the lead tutor or support tutor, as relevant, on both scheduled and client specific courses. (25%)
  - Design and develop training course materials. (5%)
  - Interpretation of results and preparation of client reports to agreed standards. (5%)
- Through implementation of business development strategies, stimulate areas of contract, training, and research in line with the focus area of the job. (20%)
- Preparing project proposals/tenders for clients to a level agreed with the line manager. (15%)
- Performing internal audits of the FMT Department and site as required. (5%)

### **Knowledge, Skills & Experience**

- A graduate in a relevant scientific subject or equivalent (e.g. experience).
- A technical knowledge of the food industry (science and technology) across multiple food sectors. Several years (3 to 5) experience in a technical or quality management role within food manufacturing or in food legislation enforcement.
- Practical experience of at least one industrial food safety management standard would be an advantage.
- Formal qualification in HACCP, Level 4 would be expected to fulfil the job requirements.
- Practical experience and trained in auditing.
- Training experience, at least Train the trainer level would be expected to fulfil the job requirements.
- Good verbal and broader communication skills to support business development, training and consultancy offerings.
- Effective project and time management skills assuring effective delivery and compliance with business practices.
- Full UK/EU driving licence.
- Generally IT literate - particularly a working knowledge of PowerPoint expected.

### **KEY TASKS & RESPONSIBILITIES**

#### **1. Communications**

- Be able to communicate externally and internally on the phone, via email and face to face meetings to impart technical and commercial detail to both specialist and non-specialist audiences.
- Interact with clients to build relationships and manage their expectations through good questioning techniques to establish their requirements and needs.
- Undertake appropriate technical/audit investigations to aid problem solving.

- Written communications in the form of reports and documents with support as appropriate.
- Make presentations to internal and external audiences, in line with areas of expertise and competencies.
- Management and delivery of training courses including practical demonstrations, role plays and presentations.
- Design, develop and contribute to collaborative projects with other departments.
- Explore opportunities for external collaboration leading to strategic R&D proposals with support from the line manager.

## **2. Analytical Skills & Creativity**

- Able to analyse complex data sets and other sources of information to draw conclusions.
- Ability to organise yourself to meet the project requirements and variable notice periods.
- Devise and implement working practices to enable provision of efficient flexible technically sound and profitable services.
- Contribute innovative approaches to experimental 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.
- Contribute ideas and topics for consideration for future research, topics for seminars/ conferences/training courses.

## **3. Management of Activities**

- Communicate effectively within the Department, the wider business and externally to clients so as to deliver collaborative projects.
- Developing new business proposals in existing and new areas to meet growth targets agreed with the line manager.
- Provide effective leadership and management for planning and scheduling of the activities of direct reports, if relevant.
- Planning and scheduling of work to meet a blend of short and long-term deadlines with the appropriate supervision. Levels of supervision will be commensurate with skills and experience.
- Ability to work on more than one project at a time over a flexible period.
- Plan and undertake practical delivery of contract, training and research projects in accordance with line management requirements. This may involve leadership of technical work packages within larger programmes.
- Given a clear scope, through effective time management, assure tasks are completed.
- Maintenance of working area, associated equipment and course materials where appropriate to make sure project work can be completed efficiently and effectively.

## **4. Management of People**

Head of Department – Group Lead – **Job Holder**

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

## **5. Management of Finance & Resources**

- Responsible for delivery of financial management and technical approaches to practical work in accordance with line management budgetary requirements and constraints.
- Responsible for managing projects of increasing value.
- Competent in the safe use of high value facilities and equipment. Proactively develop and extend available equipment and facilities in line with business needs.
- 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.

<p><b><u>6. Autonomy &amp; Accountability</u></b></p> <ul style="list-style-type: none"> <li>• Working under the limited supervision of the line manager. The job holder’s autonomy will increase with time and experience as their skills develop.</li> <li>• Take ownership for the quality and accuracy of own work including highlighting and reporting non-conforming work or other technical problems (equipment or method).</li> <li>• Take responsibility for the planning and delivery of a spectrum of sizes of projects having been given a clear steer on the scope and requirements.</li> <li>• Be responsible for communication of results and their implications to clients.</li> </ul>
<p><b><u>7. Working Environment</u></b></p> <ul style="list-style-type: none"> <li>• Primarily based at Campden BRI (Chipping Campden site) with variable requirement for travel in the UK as well as abroad which will involve overnight stays.</li> </ul>
<p><b><u>8. Other designated job roles</u></b> (Please tick those applicable)</p> <p>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  <b>Authorised Driver (in line with Car Policy)    ✓</b></p>

**DSE User**                      **Yes**

**Manual Handler**              **No**

**Signed & Dated**

Job Holder ..... Date .....

Line Manager ..... Date .....