

Name:

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

Grade: G3

Job Title: Food Safety Managements Systems Specialist (Hygiene)

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

Job Purpose

To support the section manager to deliver and grow the factory hygiene services. Hygiene services currently involve consultancy and testing work around topics such as personnel hygiene, hygienic design, building design, air handling, environmental sampling, cleaning & disinfection, training and general trouble shooting. Practical work will include a blend of research and contract services.

Main Duties (including % of time spent)

- Technical delivery of both research and contract outputs to agreed service levels. (60%)
- Supporting business development and external marketing. (15%)
- Delivery of training courses - both on-site at Campden BRI and off-site at client premises. (15%)
- Answering technical enquiries on food hygiene topics. (10%)

Knowledge, Skills & Experience

- Technical delivery of both research and contract outputs to agreed service levels. (60%)
- Supporting business development and external marketing. (15%)
- Delivery of training courses - both on-site at Campden BRI and off-site at client premises. (15%)
- Answering technical enquiries on food hygiene topics. (10%)

KEY TASKS & RESPONSIBILITIES

1. Communications

- 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.
- Undertaking appropriate technical/auditing investigations to aid problem solving.
- Written communications in the form of reports and documents.
- Making presentations to internal and external audiences in-line with areas of expertise and competencies (conferences, training, client meetings).
- Delivery of training courses (on and off-site) including practical demonstrations, role plays and presentations.
- Contributing to collaborative projects with other departments.
- Day-to-day communication with direct line manager.

2. Analytical Skills & Creativity

- Able to analyse data sets and other sources of information to draw conclusions.
- Effective implementation of 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.
- Prepare quotes for client projects.
- 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.
- Supporting the team leader in developing new business opportunities.
- Effective collaboration with colleagues in the team to ensure a smooth delivery of services.
- Ability to work on more than one project at a time over a flexible period.
- Undertake practical delivery of both contract and research projects.

4. Management of People

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

- No direct reports but expected to work as part of a multidisciplinary.
- Proactive in ongoing self-performance improvement and development.

5. Management of Finance & Resources

- Responsible for delivery of practical work in accordance with line management budgetary requirements and constraints.
- Responsible for managing multiple projects, short and longer term (total indicative value of up to £50K/year).
- Ability to balance day to day activities to meet both short and longer-term objectives.
- Take responsibility for planning of projects of increasing complexity.

6. Autonomy & Accountability

- Working mostly autonomously but with the support of the line manager.
- 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 delivery of a spectrum of sizes of projects
- Be responsible for communication of results and their implications to clients.
- Ensure that the quality of work is at agreed business performance levels.

7. Working Environment

- Primarily based at Campden BRI (Chipping Campden site) but with likely requirement for fairly 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.

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

Yes

Manual Handler

Yes

Signed & Dated

Job Holder

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Date

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Line Manager

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Date

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