

Name:

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

Grade: G3

Job Title: Food Safety Management Systems Trainer

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

Job Purpose

To provide high level consultancy and training to the Food and Drink industry from a solidly manufacturing and technical viewpoint.

Main Duties (including % of time spent)

- Engage in the design, delivery and promotion of training services focused on Food Safety Management Systems and Hygienic engineering offered by Campden BRI. (70%)
- Focus on and grow the existing consultancy offering in the FSMS area with an emphasis on the holistic quality management systems. (5%)
- Where appropriate interpret scientific results from project trials and consultancy investigations and prepare reports so communicating results in line with the client and Campden BRI expectations. (5%)
- Support business development strategies leading to the preparation of proposals to clients that results in contracts, training and research in the Food Safety Management Systems area. (10%)
- Respond to direct technical enquiries using own expertise and information retrieved from relevant sources to answer the client query. (10%)

Knowledge, Skills & Experience

- Degree qualified in a relevant subject, with significant experience (6-10yrs) in food manufacturing to give the appropriate level of credibility to operate in this broad and strategic area. A higher degree may be an advantage if in an appropriate area.
- Trained to an advanced level in food safety management and auditing. Evidence of training capability through a "Train the Trainers" course or equivalent. A significant technical expertise and network in the area of Hygienic Design and Hygiene management in factories. Good verbal and communication skills to form good business relationship and to develop new business.
- Effective project management skills from recent experience.
- Effective time management skills relating to effective delivery and business practices.
- IT literate.
- Can-do, enterprising and driven.
- Skilled at developing new ideas and bringing them to fruition in a friendly but challenging environment.
- Full UK/EU driving licence and be eligible to work and travel freely within the EU.

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.
- 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 reports and documents.
- Design, management and delivery of training courses across the FSMS area up to and including Advanced levels - including practical demonstrations, role plays and group exercises.
- Making presentations to internal and external audiences large and small in-line with areas of expertise and competencies.
- Designing, developing and contributing to collaborative projects with other departments.
- Exploring opportunities for internal and external collaboration leading to strategic R&D proposals with support from the line manager.
- Day-to-day communication with direct line manager and team.

2. Analytical Skills & Creativity

- Able to analyse complex data sets and other sources of information to draw conclusions.
- 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 with the Commercial team 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 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 and Commercial colleagues in the business.
- 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 contract and research projects. This is likely to involve leadership of technical work packages within larger programmes.
- Delivery of Consultancy and training projects to maximise commercial return and within defined timescales.

4. Management of People

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

- No direct reports other than on a project by project basis. 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 (and oversight of team) for financial management and technical approaches to practical work in accordance with line management budgetary requirements and constraints.
- Shared responsibility for managing multiple projects, short and longer-term projects.
- 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 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 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 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 **Yes**

Manual Handler **No**

Signed & Dated

Job Holder Date

Line Manager Date