

Campden BRI**Job Description****Name:****Department and Section:** **Brewing Services****Grade:** **G5****Job Title:** **Head of Brewing Services****Immediate Line Manager:** **Director of Technology****Job Purpose**

Our Brewing Services department primarily provides operational support, research and NPD/Innovation for our clients in the brewing and alcoholic beverages industry, and this role will be key in ensuring that we deliver these services. The HOD will secure a robust sales pipeline both for this department and the broader Nutfield site. They will manage all aspects of the delivery of technical services in the department, in particular all aspects relating to technical and/or scientific capabilities, staff levels, training and development and motivation, resources, budget, performance, business management and improvement, health and safety and ensuring the staff in the department meet our values.

Main Duties (including % of time spent)

- Business generation, income and development of external business profile (60%)
- People and equipment resource management for services directly and cross-functionally (15%)
- Financial planning and budgetary management – responsible for income and hitting budget / cost targets (15%)
- Direct technical delivery (10%)

Knowledge, Skills & Experience

- Degree in relevant science or technology subject
- Expert and demonstrable knowledge of the needs of the alcoholic drinks and related industries with the ability to use this to influence and inform strategic business decisions
- Proven strong business development and consultancy experience
- Strong network of key players in the brewing/beer industry. Recognised within the industry

- Acknowledged technical expertise in area relevant to Brewing activities
- Proven competence in identifying and bringing to market timely and cost-effective technical services/research outputs

KEY TASKS & RESPONSIBILITIES

1. Communications

- Verbal and written client facing communication to impart and discuss technical and commercial detail to audiences having both specialist and non-specialist knowledge.
- Part of senior management team with requirement to communicate instructions to other Heads of Departments, Section Heads and the broader services team and to receive and contribute to company communications more generally.
- Responsible for communication to broader business / support services colleagues.
- Promotion of company-wide cooperation to enhance efficiency and to deliver client-focused services.

2. Analytical Skills & Creativity

- Analysis of complex financial, business and technical information and development of commercially viable plans based on these inputs.
- Ability to assimilate multiple information streams and opinions to make sound decisions/recommendations and offer a structured approach to problem solving.
- Ability to balance activities requiring deep and sustained concentration (e.g. developing budget) with day to day activities.
- Ability to balance longer term objectives and deliver against shorter term deadlines with variable notice periods.

3. Management of Activities

- Accountable for generation and delivery of a robust business development / sales pipeline of services to clients.
- Responsibility for strategic and operational activities within the department including health and safety and quality management.
- Management of project and consultancy -based activities.
- Coordination of cross departmental delivery against financial, technical and managerial targets.
- Development of and supervision of policies and procedures for use within the department.

4. Management of People

Chief Executive - Director - JOB HOLDER – dotted lines to internal service providers

- Total of approximately 11 reports in department.
- Responsible for appraisals, ongoing performance review, training and development of direct reports.
- Oversight of appraisals and staff development for entire departmental team.

<p>5. Management of Finance and resources</p> <ul style="list-style-type: none"> • Budget responsible for Brewing activities, ensuring supplying services are maintained within budget for his/her profit centre • Responsible for generation of annual income of >£1m. • Overall budgetary accountability for department including resource reconciliation. • Responsible for ensuring that internal service suppliers maintain and develop appropriate Brewing service sector facilities - laboratories and associated equipment.
<p>6. Autonomy & Accountability</p> <ul style="list-style-type: none"> • Working primarily unsupervised with general autonomy for decisions based on project-related and client-based activities within Brewing services scope. • Empowered to initiate and contribute to corporate activities outside direct area focus following consultation with line management. • Establishment and implementation of Brewing plan to drive the marketing, selling and delivery of products and services. • Responsible for implementation and management of corporate activities and legal requirements where appropriate • Accountable for Brewing performance in relation to finance, technical and service delivery/quality. • Accountable as direct Campden BRI representative on projects and in client-facing activities.
<p>7. Working Environment</p> <ul style="list-style-type: none"> • Based at the Nutfield site. • Primarily office based but requirement for regular travel in the UK as well as abroad. • Requirement to undertake consultancy activities in industrial and laboratory environments.
<p>8. Other designated job roles (Please tick those applicable)</p> <ul style="list-style-type: none"> • Expected to offer support in their specialist area of brewing if appropriate (e.g. tasting)

Designated Driver Yes

DSE User Yes

Manual Handler No

Signed & Dated

Job Holder Date

Line Manager Date