

**Name:**

**Department (and Section where appropriate):** Product Innovation – Ingredients Research team

**Grade:** G4

**Job Title:** Team Leader – Ingredients Research

**Immediate Line Manager (Job Title):** Product Innovation Lead

### **Job Purpose**

To grow the technical capabilities of the ingredients team, develop new business, build industrial and academic links, lead a key business growth strategy, manage projects from scoping to delivery and contribute in the development of the team.

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

- Working with clients and colleagues to identify new project opportunities (15%)
- Developing and maintaining effective relationships with clients and current and potential collaborators (5%)
- Preparing project proposals, identifying funding opportunities and securing funding (20%)
- Managing quality and pace of execution of projects (40%)
- Promoting the services of the department externally (5%)
- Identifying opportunities for business growth (15%)
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### **Knowledge, Skills & Experience**

- Higher degree or equivalent in relevant subject (food science, chemical engineering, biochemistry or similar)
- 3-5 years' experience within the food industry in a role requiring scientific understanding of ingredients or food/beverages
- Time management and financial awareness
- Verbal and written communication skills
- Project and resource management
- Awareness of Design to Value principles, or experience of cost reduction through product redesign
- Broad knowledge of ingredients functionalities
- People management experience would be an advantage
- Expertise in one of chocolate/protein/cereal science desirable but not essential

### **KEY TASKS & RESPONSIBILITIES**

#### **1. Communications**

- Verbal and written client facing communication to impart and discuss technical and commercial detail with audiences having both specialist and non-specialist knowledge
- Prepare and approval scientific reports for clients, often of a complex nature.
- Proactive communication of information to the Senior Management and cascaded information and instructions to team members
- Giving formal presentations at conferences, training events and client meetings
- Managing client interaction and communication

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

- Analysis of financial, business and technical (including complex data) information and development of 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

**3. Management of Activities**

- Securing and managing projects effectively to achieve agreed objectives
- Agreeing scope of projects
- Securing resource to meet client deadlines
- Managing execution of projects which will include developing methods and complex work programmes

**4. Management of People**

- 2 direct reports with an aspiration to grow the team longer term.
  - Associate Director – Group Lead - **JOB HOLDER** – 2 direct reports
- Responsible for development of direct reports and setting performance objectives

**5. Management of Finance & Resource**

- Responsible for delivery of projects in accordance with budgetary constraints
- Ability to balance longer term objectives and deliver against shorter term deadlines with variable notice periods

**6. Autonomy & Accountability**

- Accountable for project executions
- Accountable for the development of the team
- Taking initiatives for continuous improvement
- Working closely with line manager to develop the area for growth

**7. Working Environment**

- Primarily based at the Chipping Campden site but requirement for travel in the UK as well as abroad
- Requirement to undertake activities in processing environments and specialised laboratories

**8. Other designated job roles** (Please tick those applicable)

Quality Co-ordinator  
 Safety Co-ordinator  
 First Aider  
 First Aid Leader  
 Fire Officer  
 Fire Leader  
 Out of Hours Services  
 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) X

**DSE User** ✓

**Manual Handler**

**Signed & Dated**

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

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