

Name:

Department (and Section where appropriate): FMT – Processing Support

Grade: G2

Job Title: Instruction Development Technologist

Immediate Line Manager (Job Title): Greg Hooper (Instruction Services Manager)

Job Purpose

To primarily conduct technical contract projects in the Food Instruction Services area, also to assist with other Departmental contract and research projects as required.

Main Duties (including % of time spent)

- Working primarily on Food Product Instruction (development) contracts. Involves developing and verifying food product (both ready meals and raw meat) cooking instructions using a range of appliance types e.g. ovens, hobs, grills, steamers, microwave ovens. (approximately 70% of time)
- Support in a mixture of contract, research and training projects for the section (and Department). This may involve supporting more senior staff with offsite project work – particularly in the area of thermal processing. (10%)
- Interpretation of data, results and preparation of contract reports. (10%)
- Maintenance of equipment and records for business management system purposes, including maintenance and calibration of Instruction Development equipment – thermocouples, data loggers and cooking appliances. (5%)
- Assist with hygiene/good housekeeping activities and operate a 'clean as you go' policy. (5%)

Knowledge, Skills & Experience

- Preferably Science 'A' levels minimum qualifications, although applicants with good practical (cooking) skills may be considered.
- An interest, ability and understanding of the cooking of foods – this is key to providing a good service to our clients.
- Ability to plan, conduct and report on Instruction Development contract project work for clients (with guidance from the line manager).
- Ability to work within defined timescales and budgets.
- Ability to work alone on small projects and as part of a multidisciplinary team.
- As the job entails developing and validating the cooking instructions for food products, excellent practical skills with an emphasis on food preparation are required.
- Good problem-solving ability with a common-sense approach is required, interpretation and understanding of results is important.
- Effective time management skills are required as multiple projects may be performed in a day and urgent time scales are usually of importance to the client.
- Good verbal and written communication skills as Instruction Development projects will need to be written and information replayed to clients (under supervision of the line manager).
- Proficient in IT specifically Microsoft Word and Excel products as the reports are presented in Word format and graphs plotted using Excel.
- Good verbal and written communication skills to support client interaction.
- Basic project management skills.
- Generally IT literate, including Microsoft Office products.
- Full UK/EU driving licence is required as Chipping Campden is fairly remote and does not have good public transport. Occasional driving for work maybe required.

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 detail to clients.
- Interact with clients to build relationships and manage their expectations through good communication skills and a friendly, 'can do' attitude.
- Written communications in the form of reports and documents under the supervision of line management.
- Occasionally contribute to the delivery of training courses through practical demonstrations.

2. Analytical Skills & Creativity

- Able to analyse Instruction Results and other sources of information to draw straightforward conclusions for clients (both internal and external).
- Demonstrable skills in the development of cooking instructions to allow the attainment of a safe thermal process whilst achieving optimum product quality.
- Ability to organise to meet project requirements in defined timeframes.
- Follow practical protocols and procedures accurately and proficiently for Instruction Development trials and other contract and research work.
- Contribute innovative approaches to experimental design and project planning activities.
- Prepare simple quotes for client projects – (with guidance from the line manager).
- Adopting a 'can do' approach to resolving project related issues that arise to meet the client expectations.

3. Management of Activities

- Planning and scheduling of work to meet project 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 projects in accordance with line management requirements.
- Maintenance of working area, associated equipment to make sure project work can be completed efficiently and effectively.

4. Management of People**Instruction Development Area Manager (Line Manager) - Job Holder**

- Reporting to the Instruction Development Area Manager.
- No direct reports but 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 practical work in accordance with line management budgetary requirements and constraints.
- Competent in the safe use of high value facilities and equipment.
- Ability to balance day to day activities to meet both short- and longer-term objectives.
- With training, to take responsibility for planning and management of basic projects.

6. Autonomy & Accountability

- Largely working under the supervision of the line manager but the job holder's autonomy will increase with time and experience as their skills develop.
- 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 small projects having been given a clear steer on the scope and requirements.

7. Working Environment

- Based at Campden BRI (Chipping Campden site) with infrequent requirement for travel in the UK as well as abroad. Some of these trips will involve overnight stays.
- Some of the trial work will involve factory work under supervision when appropriate.
- 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) - **YES**

DSE User YES

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date