

Name:

Department (and Section where appropriate): Analytical Services, Packaging

Grade: G2

Job Title: Packaging Technologist

Immediate Line Manager (Job Title): Lynneric Potter, Food Packaging Technical Lead

Job Purpose

To assist with the delivery of scientific and technical projects relating to packaging services, giving high quality and cost effective solutions to our clients (internal and external). The role is primarily focused on contract testing, consultancy and training but research projects are also undertaken periodically.

Main Duties (including % of time spent)

- Technical delivery as guided by your line manager or others within the team, ability to plan and manage your own time to meet deadlines. This will primarily be on contract and training projects but also occasional research projects. 60%
- Interpretation of results and preparation of client reports under supervision to agreed standards. 10%
- Providing support to practical delivery on training courses. 5%
- Responding to direct technical enquiries with support from your line manager using information retrieved from relevant sources. 10%
- Preparing simple project quotations for clients with support from the line manager. 5%
- Maintenance of packaging analytical equipment, care of packaging pilot plant and maintenance of records for business management system purposes. 5%
- Assist with hygiene/good housekeeping activities. 5%

Knowledge, Skills & Experience

- A graduate in a packaging/food technology related discipline or an equivalent qualification. A technical knowledge of food packaging across multiple food sectors and multiple packaging formats is desirable (e.g. plastic, metal, paperboard and glass). Knowledge on polymer science would be an advantage.
- Good verbal and communication skills as this is a client facing role.
- Effective time management skills relating to effective delivery and business practices.
- Full UK/EU driving licence.
- Basic project management skills from recent experience.
- Generally IT literate.

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 both specialist and non specialist audiences.
- Interact with clients to build relationships and manage their expectations through good questioning techniques to establish their requirements and needs.
- Written communications in the form of contributions to reports and documents under the supervision of line management.
- Presentations and practical demonstrations to internal and external audiences on training courses, at MIGS and conferences both specialist and non- specialist.
- Contribute to the development of collaborative projects with other departments and internal and external funding opportunities.
- Day-to-day communication with direct line manager.

2. Analytical Skills & Creativity

- Able to analyse simple data sets and other sources of information to draw straightforward conclusions.
- Ability to organise yourself to meet the project requirements and variable notice periods.
- Ability to deliver on a spectrum of project types e.g. contracts and training projects with the guidance and supervision of the line manager.
- Prepare simple quotes for client projects with the support of the line manager.

Contribute innovative approaches to experimental design and project planning activities.

3. Management of Activities

- Planning and scheduling of work to meet a blend of short and long-term deadlines with the appropriate supervision.
- Ability to work on more than one project at a time over a flexible period.
- Plan and undertake practical delivery of both contract and training projects in accordance with line management requirements, contribution to research project planning.
- Maintenance of working area, associated equipment and course materials where appropriate to make sure project work can be completed efficiently and effectively.
- Development of work instructions, risk assessments and test method development.

4. Management of People

Associate Director – Group leader - **Job Holder**

- 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 analytical and pilot plant equipment.

6. Autonomy & Accountability

- Largely working under the supervision of the line manager with issues referred to the line manager.
- Take ownership for the quality and accuracy of own work, including highlighting any reporting non-conforming work or other technical problems (equipment or method).

7. Working Environment

- Primarily based at Campden BRI (Chipping Campden site) with variable 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.
- Working with chemicals and equipment under risk assessment

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

Event Director
 Risk Assessor
 Sample Receipt Steward
 Authorised driver (in line with Car Policy)

DSE User

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date