

Name:

Department (and Section where appropriate): Chemistry & Biochemistry Department

Grade: G3

Job Title: Food Allergens – Principal Scientist

Immediate Line Manager (Job Title): Biochemistry Section Manager

Job Purpose

To deliver advice, training, events and research in the area of food allergens in the Biochemistry section providing an efficient, high quality service to clients.

Main Duties (including % of time spent)

- Liaison with clients in the area of food allergens in the Biochemistry Section, including answering technical enquiries from clients and colleagues and the provision of consultancy (30%)
- Event initiation, management and delivery including external and internal training courses on food allergens, liaison with staff from other sections and departments (10%)
- Development of new business in the area of food allergens in the Biochemistry Section (20%)
- Writing of procedures, methods and work instructions relating to food allergen testing and other general activities undertaken in the Biochemistry Section (10%)
- Maintain up to date knowledge of scientific and technical issues concerning food allergen testing and its application for operational support (10%)
- Management of research projects in the area of food allergens including financial management (20%)
- To support the Section manager in the promotion of the activities of the Biochemistry Section

Adopt safe working practices so as not to endanger yourself or other persons.

Familiarity with BMS documentation & implementation of relevant policies and procedures in your work

Perform any other duty that may be reasonably requested by your line manager, HOD or Director

Knowledge, Skills & Experience

- PhD/Degree/ or professional qualification in a relevant area of science & technology
- At least 3 years experience of food allergen management controls and testing specifically using ELISA, DNA based or mass spectrometry techniques
- Working knowledge and experience of Quality Management systems such as ISO9000 and particularly ISO17025
- Experience of project and resource management
- Verbal and written communication skills for technical and non-specialist audiences
- Proficient in use of WORD, Excel, Powerpoint and LIMS databases
- Ability to manage a small team

KEY TASKS & RESPONSIBILITIES

1. Communications

- Give formal presentations at conferences, training events and client meetings to audiences that have both specialist and non-specialist knowledge.
- Proactive communication of information to the Section Leader, team members and other colleagues
- Preparation and checking of project reports and publications
- Develop and maintain effective relationships with clients and current and potential collaborators
- Preparation of quotations, tenders, research proposals (e.g. FSA) and new business proposals
- Collaborate with colleagues from other Sections and Departments as appropriate. For example in the preparation of guidance documents and training courses for industry.

2. Analytical Skills & Creativity

- Evaluate industry needs in the area of allergen testing. Identify and implement testing methods with the appropriate levels of accreditation and validation.
- Understand client needs in the area of allergen management and testing and use this to formulate new project proposals and new business opportunities including training courses and events.

3. Management of Activities

- Manage delivery of contract and research projects in the area of food allergens in Biochemistry Section by scheduling work of technical staff against agreed turnaround times.
- Manage contract and research projects involving staff from other sections and departments, ensuring delivery against agreed content and deadlines.
- Manage events and Training Courses in the area of food allergens.
- Contribute to the development of the Business Improvement and Growth plans for food allergens in the Biochemistry Section.

4. Management of PeopleSection Manger-**Job Holder** - Technician

- One direct reports.
- Responsible for appraisals, on-going performance review, training and development of direct reports and directing indirect reports when allocated to assist in delivery of contract and research projects.
- Responsible for identification and delivery of training of staff in consultancy, delivering training activities in the area of food allergens in the Biochemistry Section.

5. Management of Finance & Resources

- Manage projects with annual income of approx. £50k
- Responsible for development of new business in the area of food allergens consultancy, research, training and events in the Biochemistry Section.
- Justification of equipment requirements (including capital).
-

6. Autonomy & Accountability

- Autonomy to manage the development of research projects, training activities and consultancy in the area of food allergens within a framework to develop the business area and with regular communication with line manager.
- Acknowledged as a specialist in area of food allergen management, giving authoritative guidance/advice to colleagues and clients.
- Accountable to clients for decisions based on project-related and client-based activities in the area of food allergens
- Work within the procedures of the BMS to quote and agree prices, plan, carry-out, report and discuss with clients in the area of food allergens.
- Accountable for activities of direct reports and performance of food allergen related work in the Biochemistry section, including highlighting and reporting non-conforming work or other technical problems.
- Initiate and contribute to activities outside the food allergen area following consultation with line manager.
- Work within company standards as per the Business Management System

7. Working Environment

- Primarily based at Campden BRI (Chipping Campden site).
- Laboratory and office based
- Requirement to undertake activities in specialised laboratories including biochemistry and molecular biology facilities.

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