

Name: TBC

Department (and Section where appropriate): Thermal Processing (Consulting Technology)

Grade: G2

Job Title: Process Validation Technologist

Immediate Line Manager (Job Title): Thermal Processing Lead

Job Purpose

To manage and deliver scientific and technical projects in the thermal processing area, giving high quality and cost effective solutions to our clients on consultancy/contract projects with some research and training.

Main Duties (including % of time spent)

- Planning and executing technical projects, as guided by the line manager (or others in section), both offsite and at Campden. This will principally be validation work but could be consultancy, training or research. (40% of your time)
- Interpretation of data and results and their inclusion into client reports, under supervision, to agreed standards of delivery (25%)
- Management of equipment and related records required for undertaking of contract work, including equipment maintenance, calibration, consumable stock levels, and bookings (20%)
- Responding to direct technical enquiries from our thermal processing client base (5%)
- Preparing project proposals/tenders for clients to a level agreed with line manager (5%)
- Assist with hygiene/good housekeeping activities (5%)

Knowledge, Skills & Experience

- A graduate in a relevant scientific subject or equivalent (e.g. food technology, engineering, or other science subject)
- Good verbal and written communication skills to support business development.
- Demonstratable skills in report writing and data analysis.
- Effective time management skills relating to effective delivery and business practices.
- Full UK/EU driving licence and status to travel freely worldwide
- A keen interest in the food industry, ideally across multiple food sectors, including heat preserved foods and chilled/frozen sectors. Any experience in these sectors would be desirable, but not essential
- Some background understanding around the thermal processing of foods in industry
- Basic project management skills from recent experience

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 and commercial detail to both specialist and non-specialist audiences
- Interact with clients to build relationships and manage their expectations through good communication skills and a friendly, 'can do' attitude.
- Undertake appropriate technical investigations to aid problem solving.
- Written communications in the form of reports and documents under the supervision of line management
- Contribute to the delivery of training courses including practical demonstrations and presentations.
- Design, develop and contribute to collaborative projects with other departments.

2. Analytical Skills & Creativity

- Able to analyse data sets and other sources of information to draw straightforward conclusions for the benefit of our clients
- Ability to organise to meet the project requirements in defined timeframes
- Devise working practices to enable provision of efficient flexible technically sound and profitable services
- Contribute innovative approaches to experimental design and project planning activities
- Ability to deliver on a spectrum of project types, of increased complexity, from longer term research to shorter term projects
- Prepare quotes for client projects – containing technical and resource management activities.
- Adopting a can do approach to resolving project related issues that arise to meet the client expectations
- Contribute ideas and topics for consideration for future research, topics for seminars/conferences/training courses

3. Management of Activities

- Communicate effectively within the Department and the wider business to deliver collaborative projects
- Planning and scheduling of work to meet a blend of short and long term 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 both contract and research projects in accordance with line management requirements
- Given a clear scope, through effective time management, assure tasks are completed
- Maintenance of working area and associated equipment to make sure project work can be completed efficiently and effectively.

4. Management of People

Section Manager (Line Manager) - Job Holder

- Reporting to the Section 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
- Responsible for managing projects of value up to £25K, in conjunction with line manager and senior colleagues.
- 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 projects of increasing complexity.

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

- Primarily based at Campden BRI (Chipping Campden site) with variable requirement for travel in the UK as well as abroad. Many 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
 Mental Health First Aider
 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) x

DSE User**Manual Handler****Signed & Dated**

Job Holder Date

Line Manager Date