

Name:

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

Grade: G3

Job Title: Processing & Storage Food Chemist

Immediate Line Manager (Job Title):

Job Purpose

To carry out R&D, contract and training activities in processing and storage chemistry, providing high quality and cost-effective services to our clients (internal and external).

Main Duties (including % of time spent)

- Plan, undertake and deliver applied R&D and contract projects relating to processing and storage chemistry/ biochemistry as guided by your line manager or others in the team (40%)
- Liaise with clients in the area of processing and storage chemistry – respond to direct technical enquiries to provide information and contract services. (20%)
- Deliver lectures in the area of chemical and biochemical aspects of food quality on existing and new training courses for Campden BRI clients. (5%)
- Generate ideas and write proposals for new applied R&D projects and service activities. (5%)
- Present R&D work and ideas for new projects and services to specialist and non-specialist audiences.(5%)
- Write R&D reports and contract reports under supervision and to agreed standards (20%)
- Prepare written methods, work instructions and procedures under supervision and to agreed standards (5%)
- 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 or Associate Director.

Knowledge, Skills & Experience

- Demonstrable knowledge and experience in processing and storage food chemistry/ chemical and biochemical aspects of food quality.
- Degree in relevant subject e.g. Chemistry, Biochemistry or Food Science
- At least 3 years of research or industrial experience in a relevant area, experience of conducting storage trials and analytical testing of product quality would be an advantage.
- Experience of project and resource management
- Experience of laboratory environment with respect to safety and general conduct
- Effective time management skills to deal with projects running in parallel.
- Ability to extract relevant information to solve client problems.
- Ability to present ideas and information clearly and concisely.
- Laboratory experience with working knowledge of Quality Management systems such as ISO9000 and particularly ISO17025.
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KEY TASKS & RESPONSIBILITIES

1. Communications

- Friendly, helpful, can-do approach.
- Clear and concise communication of information to line manager, team members and colleagues across Campden BRI.
- Communicate externally and internally by phone, email and in face to face meetings to impart technical and commercial detail to both specialist and non-specialist audiences.
- Formal presentations (written & verbal) to specialist and non-specialist audiences in line with areas of expertise and competencies under the supervision of line management and others in the Section.
- With training and supervision, lectures and practical demonstrations on formal training courses.

- Preparation of routine & non-routine certificates of analysis and R&D reports under supervision and to agreed standards.
 - Lectures and practical demonstrations on formal training courses.
 - Preparation of methods, work instructions and procedures under supervision and to agreed standards
- Explore opportunities for external collaboration leading to strategic R&D and prepare proposals with support as appropriate.

2. Analytical Skills & Creativity

- Analysis of complex data sets and other sources of information to draw conclusions.
- Analysis and interpretation of information from clients to provide advice, analytical testing and knowledge transfer in areas of expertise and competencies.
- Contribute innovative approaches to experimental design and project planning activities with internal and external clients.
- Devise and implement working practices to enable provision of efficient, flexible, technical sound and profitable services.
- Deliver content to deadlines on a range of project types, of increased complexity, from shorter term projects to longer term R&D.
- Contribute ideas for consideration for future R&D projects, topics for seminars, conferences and training courses.
- Have a can-do approach to resolving project related issues that arise to meet the client expectations.
- Flexibility to adapt plans to meet requirements that may change with short notice periods.

Ability to work on more than one project at a time over a flexible period.

3. Management of Activities

- Plan and schedule own workload to meet a blend of short and long-term deadlines based on priorities agreed with the line manager. Level of supervision commensurate with skills and experience.
- Plan and undertake practical delivery of both contract and R&D projects in accordance with line management requirements. This will be both short term and longer-term projects.
- Undertake activities underpinned by formal methodology and documentation but where necessary & working with the line manager develop new methods, approaches or solutions.
- Produce amendments and create where appropriate Methods, Procedures and Working Instructions
 - Contribute to on-going improvement and efficiency of activities within the Section.

4. Management of People

Section Manager - **Job Holder** – Technicians as appropriate

- No direct reports but responsible for directing technician when allocated to assist in delivery of assigned contract and R&D projects.
- Proactive in ongoing self-performance improvement and development

5. Management of Finance & Resources

- Responsible for managing budget of allocated projects within line management budgetary requirements and constraints.
- Responsible for correct use of items of capital laboratory equipment and efficient use of consumables.

6. Autonomy & Accountability

- Work under the limited supervision of the line manager. The job holders autonomy will increase with time and experience.
- Accountable for the quality and accuracy of own work and technicians working under job holders supervision, including highlighting and reporting non-conforming work or other technical problems.
- Accountable for the delivery of a range of sizes of projects having been given a clear steer on the scope and requirements.
- Accountable to clients and manager for decisions based on project related and client based activities in the area of competence and results.
- Initiate work within area of competence and expertise following consultation with line manager.
- Work to company standards as stated in the Business Management System

7. Working Environment

- Primarily based at Campden BRI (Chipping Campden site).
- Laboratory and office based
- Requirement to undertake activities in laboratories including biochemistry and molecular biology facilities.
- Wearing of PPE for some tasks will be required
- Requirement for travel in UK and aboard to visit clients and attend meetings as appropriate.

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