

Name:

Department (and Section where appropriate):

Grade:

Job Title: Risk Consultant

Immediate Line Manager (Job Title): Associate Director Consulting Technology

Job Purpose

The primary focus of this role is provision of a rapid response service to clients of Campden BRI requiring food and drink crisis management support.

To generate new business, deliver technical consultancy and act as a technical expert. To manage, deliver and lead, scientific and technical projects giving high quality and cost-effective solutions to our clients (internal and external). The projects may be research, consultancy or training focused.

Successfully grow business in terms of income and profit through a client-focused offering across all sectors of Campden BRI. Building successful client relationships to become an important part of the clients' activities.

Main Duties (including % of time spent)

Technical delivery to clients of Campden BRI, including but not limited to toxicological advice, risk assessments, crisis management, novel food reviews. (60%)

Work with the multidisciplinary teams across the business to respond to client needs. (20%)

Development and implementation of business development strategies leading to the preparation and conversion of proposals to clients resulting in contracts, training and research income for the area, collaborating with the sales and marketing team when appropriate. (10%)

Development of junior colleagues across the business to include succession planning and mentoring to grow a pipeline of future talent (10%)

Knowledge, Skills & Experience

- Degree qualified in a relevant subject, and a recognised expert in relevant technical field. A higher degree may be an advantage if in an appropriate area.
- Experience of acting as an expert witness would be advantageous.
- Effective and extensive technical project and programme management skills from recent experience.
- Knowledge of the needs of the food, drink and associated industries, with the ability to use this to influence and inform strategic business decisions.
- Good verbal and communication skills to form good business relationships and to develop new business.
- Effective time management skills relating to effective delivery and business practices
- Skilled at developing new ideas and bringing them to fruition in a friendly but challenging multidisciplinary environment.
- Full UK/EU driving licence and be eligible to work and travel freely within the EU.

KEY TASKS & RESPONSIBILITIES

1. Communications

- External and internal communications on the phone, via email and via face to face meetings to impart technical and commercial detail to both specialist and non-specialist audiences
- Interactions with clients to build sound relationships and to manage their expectations through good questioning techniques to establish their requirements and needs.
- Undertaking appropriate technical/auditing investigations to aid problem solving.

- Written communications in the form of reports and documents
- Making presentations to internal and external audiences in-line with areas of expertise and competencies. Acting on behalf of Campden BRI on committees and working groups.
- Design, management and delivery of training courses including practical demonstrations, role plays and presentations.
- Designing, developing and contributing to collaborative projects with other departments.
- Exploring opportunities for internal and external collaboration leading to strategic multidisciplinary R&D proposals.

2. Analytical Skills & Creativity

- Able to analyse complex data sets and other sources of information to draw conclusions.
- 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 and tenders for client projects – containing technical and resource management aspects.
- 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

- Responsibility for strategic approach to business development and delivery within area of expertise
- Management of project and consultancy based activities
- Responsible for delivery against financial and technical targets

4. Management of People

Associate Director - Job Holder

Expected to work as part of multi-disciplinary teams, to include mentoring and developing others in own area of expertise.

5. Management of Finance & Resources

- Responsible for development of the services offerings and associated resources (equipment and people)
- Responsible for generation and delivery of income based on sound financial management and design and implementation of best practice technical approaches (budget holder).

6. Autonomy & Accountability

- Working under minimal supervision of the line manager , expected to autonomously drive new service development leading to a commercial growth in-line with targets
- Take ownership for the quality and accuracy of own work
- Take responsibility for the project management (planning and delivery) of a spectrum of sizes of projects
- Be responsible for communication of results and their implications to clients.
- Act as a technical authority on behalf of Campden BRI

7. Working Environment

- Primarily based at Campden BRI (Chipping Campden site)/remote working from home. With likely requirement for fairly significant travel in the UK as well as abroad for business development purposes as well as to conduct trials and consultancy in factories. Some of these trips will involve overnight stays.

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)

DSE User

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date