

**Name:**

**Department (and Section where appropriate):** Centre of Technical Excellence (CoTE) – Science Directorate

**Grade:** Director

**Job Title:** Centre of Technical Excellence (CoTE) – Science Director

**Immediate Line Manager (Job Title):** Chief Executive

**Job Purpose**

To support the Chief Executive in relation to the development and implementation of strategy to ensure profitable and sustainable growth of Campden BRI.

To develop and implement Directorate strategies, in conjunction with other Directorates, to ensure the delivery, quality and uptake and impact of outputs in support of the overall strategy.

To support the Chief Executive in promoting a positive culture across the business in which the core values are embedded and exhibited in all we do.

**Main Duties (including % of time spent)**

Contribute to corporate strategy development and implementation (10%)

Direct and lead Directorate strategy and through HoDs its translation into Departmental plans (20%)

Ensure resources, facilities, infrastructure and systems within the Directorate are fit for purpose (40%)

To develop staff both within the Directorate and other Directorates (10%)

Oversee Directorate performance in relation to KPIs (as defined) including financial performance (10%)

To develop the external credibility of Campden BRI with external stakeholders (10%)

**Knowledge, Skills & Experience**

- An experienced leader/manager highly competent in strategy development, people skills change and delivery management as well as the commercial aspects of running a technical service activity.
- Highly scientific and technical competence in the areas relevant to the Directorate.

**KEY TASKS & RESPONSIBILITIES**

**1. Communications**

- To participate in relevant industrial academic committees and develop collaboration with other research and technology centres and funding bodies in the UK and overseas to enhance the research base and scientific, technical and information services offered to members and clients.
- To ensure that Directorate staff are kept fully aware of the changing needs of members and clients and the requirements of the agri-food industry as a whole, providing staff with foresight and avenues for learning and development and to align the changes along with the opportunities for leading innovation.
- To participate and encourage communication within the Directorate and across Directorates concerning Business Management, relating specifically to business activities, performance and responsibilities.
- To promote cross Directorate business opportunities.

**2. Analytical Skills & Creativity**

- Monitor the safety, reliability, validity and quality of work performed and the achievement of objectives.
- To create opportunities for innovation.
- To ensure that systems are in place to protect the health, safety, dignity and welfare of all employees, clients and third parties, and further, endeavour to ensure that all staff are free from undue internal and external pressures and influences that may adversely affect their wellbeing and/or standard or integrity of their work.
- Initiate investigations into any deficiencies in performance and take appropriate and effective corrective actions.
- To analyse and act on financial data in order to identify actions to improve performance and ensure sustainability.

**3. Management of Activities**

- To make significant contribution to the development of strategy and contribute ideas and initiatives in relation to new business opportunities, weaknesses and future competitive advantage.
- To continually develop and promote Campden BRI's business and key staff to enhance the status of the organisation within the agri-food chain and associated industries world-wide thus placing Campden BRI at the forefront of product safety and quality, processing efficiency, product, package and process innovation, industrially relevant knowledge and expertise.
- To identify future skill and knowledge requirements arising from developments and advancements in science and technology and initiate the development of those capabilities within the Directorate or Campden BRI to best satisfy those needs.

**4. Management of People**

- Within the Directorate, to actively manage key managerial and technical personnel and empower them with the authority and resources needed to enable them, and staff for whom they are responsible, to fulfil their job roles, carry out their duties and achieve their job and personal objectives.
- To enhance the culture within the business to deliver excellent services, to both internal and external clients and colleagues, in a safe and effective manner and to encourage the clear demonstration of core values from all staff.

**5. Management of Finance & Resources**

- To assist in the formulation of annual and forecast estimates of income and expenditure and manage expenditure in accordance with agreed budgets.
- To analyse and act on financial data in order to identify actions to improve performance and ensure sustainability of the business.
- To make recommendations and justification for investment into capital equipment and strategic development initiatives.

**6. Autonomy & Accountability**

- Accountable to the Chief Executive.
- Working primarily un supervised with general autonomy for decisions in the Directorate.
- Empowered to initiate and develop corporate activities within the overall business.

**7. Working Environment**

- Office based but also required to travel nationally and internationally.

**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**

**Signed & Dated**

Job Holder ..... Date .....

Line Manager ..... Date .....