

**Campden BRI (Chipping Campden) Limited**

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**Campden BRI (Nutfield)**

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# Job Profile

## Science Directorate Quality Coordinator

### Science Directorate

### Reporting to Science Director

For enquiries concerning this job, please contact:

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Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue chip companies and household names.

## Locations

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will require, from time to time, to travel between Group UK sites.

The site in Chipping Campden employs over 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa and an agency office in South Korea.

## Department

The position will not operate within the normal departmental structure but will have a directorate-wide responsibility for the implementation of the quality assurance systems.

These systems are applied across several departments including:

Chemistry and Biochemistry – a team of approximately 65 staff undertaking analytical work in areas of instrumental analysis (e.g. GC-MS/MS, LC-MS/MS, ICP-MS), compositional analysis, packaging assessment, biochemistry, molecular biology and forensic microscopy.

Microbiology – approximately 40 staff working in microbiological analytical services, assessment of safety and spoilage, WGS/metagenomics, virus detection, microbial heat resistance and decontamination.

Beer, Wine and Spirits Analysis – approximately 30 staff specialising in the instrumental and non-instrumental analysis of beer, wines, spirits and other alcohol beverages.

Consumer and Sensory Science – approximately 45 staff working on sensory analysis, consumer research and product benchmarking.

The job holder will oversee and coordinate the configuration and implementation of local operational systems to ensure full compliance with the corporate top-level systems that meet the needs of ISO 9001 and ISO 17025.

## Duties and responsibilities:

- To ensure that the relevant local operating procedures and systems are configured to be fully compliant with the top-level procedures.

Note: Top level procedures are designed to ensure compliance with management standards including ISO 9001 and ISO 17025.

- To ensure that the local systems documentation is established and maintained.
- To raise awareness and promote compliance with all business systems by effective communication to the departments.

- To ensure the effectiveness of the implementation of systems requirements via monitoring and review and direct instruction of staff; the latter being with the delegated authority of the relevant Head of Department or Director.

See also Job Description attached.

### **Qualifications and competencies**

- The role requires a good understanding of laboratory operations, processes and workflows with awareness of formal systems of accreditation (ISO 17025).
- It is likely that the successful applicant will be qualified to at least degree level and/or have commensurate experience in laboratory systems and administration of business management processes and their implementation.

### **Key skills**

- Ability to communicate effectively at all levels, both verbally and in writing, and to influence staff outside their line management structure
- Ability to work effectively within a multi-disciplinary environment and adapt to changing priorities
- Strong organisational/planning/co-ordination experience and skill in quality, technical or scientific roles
- Use of IT systems and software including Outlook, PowerPoint, Word, Excel and survey management software
- Good team player who is friendly, enthusiastic, innovative and enterprising; with good interpersonal skills and able to gain the trust and cooperation of staff across the Division

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**Pay and benefits**

<b>Salary:</b>	Guide - £25,000
<b>Grade:</b>	G3
<b>Holidays:</b>	24 days plus public holidays and a buying/selling holiday scheme.
<b>Pension scheme:</b>	Campden BRI operates a pension scheme
<b>Training:</b>	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
<b>Health:</b>	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
<b>Others:</b>	Other benefits include subsidised restaurant/vending machine and parking on site.

**Further Information**

If further information is required, please visit our website [www.campdenbri.co.uk](http://www.campdenbri.co.uk)