

## Job Description

Name:

Department (and Section where appropriate): **Product Innovation**

Grade: **G3**

Job Title: **Senior Food Technologist**

Immediate Line Manager (Job Title): **Ingredients Research Team Lead**

### Job Purpose

To execute contract product development projects from initial idea generation, through recipe development and pilot plant trials. To undertake longer term research projects which include food and beverage development and case studies. To contribute to technical training courses.

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

- Planning and execution of technical delivery as guided by your line manager or others within the team, ability to plan and manage your own time to meet deadlines. This will be on a blend of research contract and training projects. (60%)
- Interpretation of results and preparation of client reports under supervision to agreed standards (5%)
- Design and provide support training courses and present (PowerPoint) on external/internal training courses both on line and face to face. (5%)
- Responding to direct technical enquiries with support as appropriate using information retrieved from relevant sources. The frequency and complexity of which will build with time and experience. (5%)
- Through implementation of business development strategies, stimulate areas of research, contract and training in line with the focus area of the job. (5%)
- Preparing project proposals/tenders for clients to a level agreed with the line manager (10%)
- Maintenance of equipment and records for business management system purposes (5%)
- Assist with hygiene/good housekeeping activities (5%)

- A graduate in a relevant scientific subject preferably food science/technology or equivalent experience gained through working in the food industry
- A technical knowledge of the food industry (science and technology) across multiple food sectors. Several years (3 to 5) experience of NPD and/or food processing.
- Experience of liaising directly with clients and suppliers regarding development/research projects
- A demonstrable understanding of NPD, and food processing preferably with formulation experience in either beverages, dairy, meat or vegan products sectors. An understanding of the thermal processing of liquid products would be preferable.
- Good verbal and communication skills to support business development and training offerings.
- Effective time management skills relating to effective delivery and business practices.
- Full UK/EU driving licence.
- Effective project management skills from recent experience in the food industry
- Generally, IT literate- with good knowledge of Excel

## **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 questioning techniques to establish their requirements and needs.
- Undertake appropriate technical investigations to aid problem solving.
- Written communications in the form of reports and documents with support as appropriate.
- Make presentations to internal and external audiences in line with areas of expertise and competencies.
- Management and delivery of training courses including practical demonstrations, role plays and presentations.
- Design, develop and contribute to collaborative projects with other departments.
- Explore opportunities for external collaboration leading to strategic R&D proposals with support from the line manager.
- Day-to-day communication with direct line manager

### **2. Analytical Skills & Creativity**

- Able to analyse complex data sets and other sources of information to draw conclusions.
- Ability to organise yourself to meet the project requirements and variable notice periods.
- Devise and implement 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 and tenders for client projects -containing technical and resource management aspects.
- Adopt 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.

- Communicate effectively within the team, the wider business and externally to clients so as to deliver collaborative projects.
- Developing new business proposals in existing and new areas to meet growth targets agreed with the line manager.
- 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. This may involve leadership of technical work packages within larger programmes.
- Given a clear scope, through effective time management, assure tasks are completed.
- Maintenance of working area, associated equipment and course materials where appropriate to make sure project work can be completed efficiently and effectively.

### 3. Management of People

#### Ingredients Research Team Lead - **Job Holder**

- Expected to work as part of a multidisciplinary team.
- Proactive in ongoing self-performance improvement and development.

### 4. Management of Finance & Resources

- Responsible for delivery of financial management and technical approaches to practical work in accordance with line management budgetary requirements and constraints.
- Responsible for managing projects of value up to £100K.
- Competent in the safe use of high value facilities and equipment. Proactively develop and extend available equipment and facilities in line with business needs.
- Ability to balance day to day activities to meet both short and longer term objectives.
- Take responsibility for planning and project management of projects of increasing complexity

### 5. Autonomy & Accountability

- Working under the limited supervision of the line manager. 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 planning and delivery of a spectrum of sizes of projects having been given a clear steer on the scope and requirements.
- Be responsible for communication of results and their implications to clients.

### 6. Working Environment

- Primarily based at Campden BRI (Chipping Campden site) with variable requirement for travel in the UK as well as abroad. Some of these trips will involve overnight stays. It is expected that attendance in the office is not going to be required 5 days per week, however this will depend on the nature of the projects and work requirements. A minimum of 3 days in the office in any week would be expected, however this can be discussed with the Team Lead.
- Some of the trial work will involve factory work under supervision when appropriate.
- Wearing of PPE for some tasks will be required

### 7. 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**    Yes

**Signed & Dated**

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

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