

Name:

Department (and Section where appropriate): Production & Processing Research;

New Technologies Research (PPR-NTR)

Grade: G2

Job Title: Technologist

Immediate Line Manager (Job Title): New Technology Research Section Manager

Job Purpose

To assist with the delivery of scientific and technical projects as needed across the activities of the department but with an anticipated emphasis on those relating to new processing technologies, giving high quality and cost-effective solutions to our clients (internal and external).

Main Duties (including % of time spent)

- Practical work on research and contract projects relating to activities across the department but with an anticipated focus on new processing technologies (50%)
- Training activities and events organisation with a focus on those relating to new processing technologies (10%)
- Practical support on other sectional activities where required. It is essential that the candidate is flexible and willing to work in other areas of the department's activities (35%)
- Answering member enquiries (5%)

Knowledge, Skills & Experience

- Degree in Food Technology, Chemical Engineering or related discipline
- Basic knowledge of food manufacturing and unit operations across the food sector.
- Basic knowledge of new food processing technologies is desirable but not essential
- Comfortable working with pilot scale processing equipment and analytical equipment (with appropriate training)
- Good verbal and communication skills to form good client relationship
- Effective time management skills relating to effective delivery and business practices
- IT literate
- Good technical abilities, comfortable with practical work but also data analysis and interpretation
- Good writing and oral presentation skills required in order to present material to both technical specialist audiences and general technical audiences
- Willingness to learn new skills and contribute to the team
- Full UK/EU driving licence and be eligible to work and travel freely within the EU

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.
- Written communications in the form of basic reports and documents under the supervision of line management
- Presentations at industry meetings, training courses and conferences
- Contribute to the delivery of training courses including practical demonstrations, role plays and presentations.

2. Analytical Skills & Creativity

- Able to analyse data sets and other sources of information to draw straightforward conclusions
- Ability to self-organise to meet the project requirements and variable notice periods
- Contribute to development of 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 e.g. contracts and research project with the guidance and supervision of the line manager
- Prepare basic quotes for client projects with the support of the line manager
- 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

- Planning and scheduling of work to meet a blend of short- and long-term deadlines with the appropriate supervision.
- 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
- 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.

4. Management of People

Head of Department-Section Manager- **Job Holder**

- No direct reports, but expected to work as part of a multidisciplinary team
- Proactive in ongoing self-performance improvement and development

5. Management of Finance & Resources

- Responsible for delivery of practical work in accordance with line management budgetary requirements and constraints
- Competent in the safe use of high value facilities and equipment
- Ability to balance day to day activities to meet both short- and longer-term objectives

6. Autonomy & Accountability

- Largely working under the supervision of the line manager with issues referred to the line manager
- Take ownership for the quality and accuracy of own work including highlighting and reporting non-conforming work or other technical problems (equipment or method)

7. Working Environment

- Primarily based at Campden BRI (Chipping Campden site) with occasional requirement for travel in the UK as well as abroad. Some of these trips will involve overnight stays.
- Some of the trial work may involve factory work under supervision when appropriate
- Wearing of PPE for some tasks will be required

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

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date