

Name:

Department (and Section where appropriate): Food Manufacturing Technologies: Processing Support

Grade: G3

Job Title: Thermal Process Validation Technologist

Immediate Line Manager (Job Title): Processing Support Section Manager

**Job Purpose**

To manage and deliver scientific and technical projects for our thermal processing clients, with focus on the validation of thermal processes. The job will involve a blend of consultancy, contract work, training and some research activities. A part of this role will be the ability to develop and apply a wide range of process validation techniques into the section.

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

- Developing and implementing agreed business development strategies to stimulate and deliver innovative areas of contract and training for both product and process development in the thermal processing areas. This will include technical and marketing activities and preparing project proposals/tenders for clients (30%).
- Planning and managing own activities to meet project deadlines. This will be predominantly contract and training projects but may include research activities (20%).
- Interpretation of results and preparation of client project reports to agreed standards (15%).
- Development of technical and professional skills within the PS team (10%)
- Responding to direct technical enquiries and requests for thermal process validation and optimisation advice using information retrieved from relevant sources (10%).
- Design and provision of training courses and presentations on external/internal training courses, seminars and symposia (10%).
- Maintenance of equipment and records for our business management system (5%).

**Knowledge, Skills & Experience**

- Degree or equivalent in engineering or food technology.
- Experience of managing projects and people/equipment resources.
- Proven business development skills, with the potential and desire to develop these further.
- Excellent verbal and written communication skills
- Time management and financial awareness to facilitate effective project management
- Full UK/EU driving licence and eligibility to live/work in the UK. Ability to travel within the UK and beyond
- Computer literate; familiarity with computer modelling tools for thermal processing would be an advantage

**KEY TASKS & RESPONSIBILITIES****Communications**

- Written and verbal communication to a spectrum of audiences including industry stakeholders, clients and other bodies.
- Verbal communication at industry groups, working parties, training courses and conferences (specialist and non-specialist).
- Proactive communication of information to the Section Manager and other colleagues; verbal communication upwards, downwards and outwards.
- Written communication in the form of documents, reports and scientific papers. For example, writing contract reports, research project reports, guideline documents, trade press articles.
- Managing client interaction and communication, including developing business contacts into contract work or research projects and optimizing business opportunities.

**2. Analytical Skills & Creativity**

- Contribute research ideas and proposals for strategic support of member-funded research
- Advise and make decisions on thermal process safety for member companies an or by external grant awarding bodies & clients
- Devise and execute experimental programmes to fulfil contract project objectives
- Proficient in project management techniques, including financial aspects
- Devise working practices to enable safe and efficient, technically sound and profitable thermal processing services for members and clients.
- Ability to record, analyse, interpret and report thermal processing data to assure the safety of and high quality of thermally processed products

**3. Management of Activities**

- Planning and management of contract, research and business development activities, with support from the line manager as required, to deliver agreed objectives.
- Planning and management of training courses (both scheduled and client tailored training).

**4. Management of People**

HOD – Section Manager – **Job holder** – (1 or 2 direct reports)

- Requirement to manage staff as appropriate to assure effective delivery of project outputs.
- Direct management, supervision, development and mentoring of staff

**5. Management of Finance & Resources**

- Expected to competently manage financial Profit & Loss aspects of projects.
- Delivery of outputs against defined business development plans
- Ability to meet and balance the requirement of long and short-term deadlines.
- Non-budget holding but will be assigned and expected to deliver targets for project income delivery and generation.

**6. Autonomy & Accountability**

- Mostly autonomous working but with supervision as needed by the section manager.
- Project manager – accountable for quality of outputs, effective cost control and efficient use of available resources and profitability from the project
- Freedom to design and modify experimental plans within the project

**7. Working Environment**

- Primarily based at Campden BRI (Chipping Campden site) but there is a requirement for travel within the UK and overseas for specific thermal processing projects.
- When off-site work will be required in client factories and other facilities involving the use of appropriate PPE and non-standard hours
- Ability to reside in UK and travel freely Worldwide

**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 .....