

**Department (and Section where appropriate): Wines & Spirits Analytical Services**

**Grade: G4**

**Job Title: Wines & Spirits Section Manager**

**Immediate Line Manager (Job Title): Associate Director- Analytical Services**

**Job Purpose**

To lead and manage the Wine & Spirits Section to deliver sustainable growth by ensuring the provision of relevant, cost-effective services to the wine and spirits

Maximising staff motivation and ensuring the availability and efficient utilisation of resources/facilities

Commercial awareness in timely service/project delivery,

Maintaining excellent service quality and technical excellence,

Driving operational efficiency and safe working in compliance with business systems.

To provide strategic thinking and actively seek business development opportunities Delivering financial performance in terms of growth and profitability.

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

Managing chemical and sensory testing, interpretation of results, identifying faults, advising and providing consultancy to clients -Clients include UK vineyards, UK bottlers of imported bulk wine and bottled wine, retailers and distilleries (50%)

Financial and budgetary management for the sectional cost centre (5%).

Business development, including external marketing and sales, and strategic thinking in new products and services (10%).

Leadership and management of staff including recruitment, development, motivation and efficient utilisation (10%).

Ensuring operational efficiency through resource management and work practices (5%).

Technical delivery of outputs to agreed service levels (10%)

Implementation of required systems of business management (including H&S) control (5%).

Maintenance of up to date knowledge of scientific and technical developments in the field (5%)

**Knowledge, Skills & Experience**

A degree or equivalent experience in Chemistry or related field – likely to be a recognised expert in field  
Minimum of WSET Level 3 in Wines & Spirits, ideally Level 4 (Diploma) in Wines & Spirits

Minimum of 5 years experience interpreting chemical and sensory analytical data of global wines and spirits

Experience of supervising staff to deliver results on-time and to budget

Experience of working in a fast paced, high throughput laboratory

Computer literate – proficient use of Word, Excel, Power Point and LIMS

Good written and verbal communication skills.

Excellent knowledge of UK wine industry

**KEY TASKS & RESPONSIBILITIES**

**1. Communications**

Verbal and written client facing communication to impart and discuss technical and commercial detail with audiences having both specialist and non-specialist knowledge.

Proactive communication of information to the Associate Director and cascaded information and instructions to team members.

Giving formal presentations at conferences, training events and client meetings.

Run training courses with clients

**2. Analytical Skills & Creativity**

Analysis of financial, business and technical information and development of plans based on these inputs.

Ability to assimilate multiple information streams and opinions to make sound decisions/recommendations and offer a structured approach to problem solving.

Ability to balance longer term objectives and deliver against shorter term deadlines with variable notice periods.

Flexible and innovative approach to problem-solving

**3. Management of Activities**

Responsibility for operational activities within the section including work allocation and delegation, cost control and service quality.

Project management and technical quality of the section's work.

Coordination of sectional delivery against financial, technical and managerial targets. ● Ensuring compliance against business management requirements including internal audit schedules and clearance of actions.

**4. Management of People**

CEO – Associate Associate - JOB HOLDER

Responsible for recruitment, appraisals, ongoing performance review, training and development of direct reports.

**5. Management of Finance & Resources**

Budget holder for section.

Currently an annual income of £0.5M with the remit of growing this in a sustainable way in line with the department business development plan

Overall budgetary accountability for section including resource reconciliation

**6. Autonomy & Accountability**

Working primarily under the supervision of the Associate Director but with general autonomy for decisions based on project-related and client-based activities within sectional scope.

Empowered to initiate and contribute to departmental activities outside direct sectional focus following consultation with line management.

Responsible for implementation and management of corporate activities and legal requirements within section.

Accountable for sectional performance in relation to finance, technical and service delivery/quality, and compliance with business management processes.

**7. Working Environment**

Primarily based at Nutfield but requirement for travel in the UK as well as abroad.

Requirement to undertake analytical activities in laboratories.

**8. Other designated job roles** (Please tick those applicable)

Quality Co-ordinator

Safety Co-ordinator

First Aider

First Aid Leader

Mental Health First Aider

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)
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**DSE User**

**Manual Handler**

**Signed & Dated**

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

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