



Specifications Technologist SS

job description



the finer details

Which site am I based at?

HQ

Which team am I a part

of?

Central technical –
Operations team

Who do I report to?

Lead Specifications
Technologist

Who do I look after?

N/A

Team size?

N/A

Do you have responsibility for
a budget?

No Direct Budget

the purpose of your role

To effectively and efficiently generate customer finished product specifications and associated documentation, to define timescales using a recipe management system (nutricalc), customer templates and web based systems as appropriate for all the retailer accounts, including brand.

To manage and complete the associated documentation for all customers and brand.

To deliver the required elements of the NPD/EPD processes, to deliver product to sale to critical path requirements.

Key responsibilities:

- Undertake the completion of customer and Brand specifications and associated documentation to meet required critical paths.
- Ensure that all specifications and artwork is accurate and complies with all relevant legislation, as per the critical path.
- To manage the approval and completion of all paperwork required for Fair Trade, Red Tractor and Soil Association accreditation requirements.
- Highlight and escalate issues associated with critical path deviations.
- Review and comment on relevant artwork platforms, ensuring timescales are met to achieve project.
- To complete effectively and accurately technical information/questionnaires as required for customers (eg packaging weights returns or product data spreadsheets)
- Ensuring the review of product specifications is carried out in an accurate efficient and timely manner, at a minimum annually.
- Ensure all new products are added to the nutritional master tracker and confirm post launch samples match the nutritional submitted on spec for launch.
- Act as a centre of excellence and first point of contact providing information on all food legislation issues.
- To generate nutritional and ingredient information
- Monitor and track relevant costs, reports activities and costs, be responsible for the completion of the weekly, monthly, annually KPI's as relevant.
- To collate information for customer reports and presentations as required.
- Complete technical compliance activities and reports
- Support the technical services officer, inputting data, completing reports.
- Support on administration of QMS

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qualifications & experience

Essential:

- ♥ Organised and logical
- ♥ Good People and Communication skills
- ♥ Good networking and influencing skills
- ♥ Great at building relationships internally and externally
- ♥ Organised, methodical, self-motivated, flexible and adaptable
- ♥ Ability to work to deadlines and produce accurate high quality work
- ♥ Good numeracy, literacy and presentation skills
- ♥ Ability to communicate effectively both internally and externally

Desirable:

- ♥ Experience within a food or packaging manufacturing business
- ♥ Project management of the NPD/EPD process
- ♥ Desirable but not essential

what good looks like for this role

Quality- Level 2 (Supporting)

Able to deliver quality performance through KPI's
Able to measure quality standards using quality specifications
Provides guidance to support the business.

Setting and Managing Standards – Level 2 (Supporting)

Is able to support the business in meeting customer and industry standards.
Understands the technical standards required to achieve food safety and meet legal requirements

Technical Expertise- level 3 (Applying)

Has basic food technology and science knowledge/knowledge of food safety and quality systems.
Has competent knowledge of food law and legal requirements
Is able to provide the business with meaningful and simple reports on performance

Risk management and critical decision making – Level 2 (Developing)

Familiar with nature of the risks associated with Food manufacturing
Able to use existing risk assessment tools to evaluate commonly occurring situations.

Governance, Brand protection and Due diligence – level 1/2 (Developing/Supporting)

Has a basic understanding of HACCP and allergen risks.
Is able to interpret legal standards and legislation.

Continuous Improvement – Level 1 (Developing)

A basic knowledge of product and process controls
A basic understanding of how to audit systems and processes and evaluate risks and ops.
Able to monitor, evaluate and assess key KPI's and trend to unlock opportunities to improve.

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HR use

Date of last review:

Job reference no:

Job level:

Job family:

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