| **Job Title: Senior Process Technologist** | |  | |
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| **Reports To: Process Manager** | | **Date Prepared: 17.09.15** | |
| **Job Purpose** | | | |
| **To effectively deliver NPD or EPD products safely, legally and to the agreed quality standard** | | | |
| **Key Responsibilities and Accountabilities** | | | |
| * Manage projects in line with critical path, internal and customer criteria resolving any issues in a timely manner before launch * Plan, organise and carry out trials on new products ensuring all aspects of the product are acceptable and can be manufactured in line with the business expectations * Ensure all relevant data is collected, documented and communicated throughout the trial process * Ensure food safety, legality and quality standards are met for all new & existing product development * Assess products against the current HACCP plan, reporting outcome into the HACCP team * Train, motivate and manage technologists and their daily workload * Effectively chair relevant team and handover meetings * Communicate effectively with suppliers and customer including attendance at offsite panels and meetings * Provide cover and support for the Process Development Manager | | | |
| **Person Specification** | | | |
| **Qualifications** | Degree in Food Science or similar qualification  And / Or | | Essential |
| **Work Experience** | Greater than 1 year in a Process Development role. | | Essential |
| **Knowledge** | Food safety/HACCP  Supplier approval  Shelf life sampling & data interpretation  Tesco spec writing  Production systems  Artwork approval  Nutrition | | Essential  Desirable  Essential  Desirable  Desirable  Essential  Desirable |
| **Job Skills** | Communication, organisation, team working  Logic and problem solving  Analytical skills  Prioritising workload  Working to deadlines | | Essential  Essential  Essential  Essential  Essential |
| **Computer Skills** | Microsoft Word  Microsoft Excel  Use of databases for labelling & shelf life | | Essential  Essential  Desirable |
| **Literacy & Numeracy** | Interpretation of data | | Essential |
| **Management Ability** | Managing team of staff in High Care during trials  Managing an individual or small team of Technologists | | Essential |
| **Circumstances** | Full driving Licence required  Ability to work flexibly, evenings & weekends  Home to be within 30 miles of the operating site | | Essential  Essential  Essential |