| **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
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| **Person Specification** |
| **Qualifications** | Degree in Food Science or similar qualificationAnd / Or | Essential |
| **Work Experience** | Greater than 1 year in a Process Development role. | Essential |
| **Knowledge** | Food safety/HACCPSupplier approvalShelf life sampling & data interpretationTesco spec writingProduction systemsArtwork approvalNutrition | Essential DesirableEssential DesirableDesirableEssential Desirable |
| **Job Skills** | Communication, organisation, team workingLogic and problem solvingAnalytical skillsPrioritising workloadWorking to deadlines | Essential EssentialEssentialEssentialEssential |
| **Computer Skills** | Microsoft WordMicrosoft ExcelUse of databases for labelling & shelf life | Essential EssentialDesirable |
| **Literacy & Numeracy** | Interpretation of data | Essential  |
| **Management Ability** | Managing team of staff in High Care during trialsManaging an individual or small team of Technologists | Essential |
| **Circumstances** | Full driving Licence requiredAbility to work flexibly, evenings & weekendsHome to be within 30 miles of the operating site | EssentialEssentialEssential |