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|  ROLE PROFILE |
| Job title | Process Technologist | Date | 17.1.22 |
| Business | Bradgate Bakery |
| Department | Technical (Process) |
| Location | Leicester |
| ROLE SUMMARY  |
| As a Process Technologist, your primary role will be to follow the critical path and effectively launch a variety of food-to-go products safely, legally and to the agreed quality standard. |
| REPORTING STRUCTURE |
| Reports to | Senior Process Technologist |
| Direct & indirect reports | Process Manager |
| Key internal stakeholders | Process team, Production (Low Risk & High Care), Planning team, Technical team, NPD and Commercial teams |
| Key external stakeholders | Raw material suppliers. |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Operate in line with critical path for new products, ensuring all products are launched on time.
* Organise and carry out all bakery trials on new products ensuring that all aspects of the product are acceptable and can be manufactured cost effectively.
* Ensure all microbiological, nutritional and organoleptic information is gathered through the trial process.
* Ensure food safety, legality and quality standards are met for all new products.
* Provide guidance to all relevant departments when new products are developed.
* Ensure that all new procedures are implemented effectively.
* Ensure all new raw materials are assessed appropriately and assessed against the current HACCP plan, raising any concerns where appropriate.
* Ensure production paperwork (e.g., assembly diagrams and QAS documents) are created and issued in a timely manner prior to launch.
* Approval of artwork for packaging creation.
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| * Degree in Food Science or equivalent is desirable. However, a good understanding of food safety and basic food manufacturing processes is essential.
* Excellent organisational skills and the ability to manage time well.
* The ability to demonstrate effective problem-solving skills, showing evidence of resolving issues and applying effective solutions.
* Good working knowledge of MS Office (Word, Excel, PowerPoint).
* The ability and willingness to work flexibly within a 24/7 food manufacturing operation, working night shifts / early starts / evenings as required.
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.* |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.* |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* |
| Resource Management | *Effectively manages resources and cost drivers to achieve sustainable productivity and profitability.* |
| Technical Expertise | *Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop.* |
| Self-Management | *Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve goals.* |