| **Job Title:**  | Specification Technologist |
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| **Reports To:** Senior Specifications Technologist | **Date Prepared:** February 2025 |
| **Job Purpose** |
| Working within the Technical Team, the purpose of the job is to ensure customer specifications for new and existing products are accurately completed and maintained as per required standard. |
| **Key Responsibilities and Accountabilities** |
| * Working closely with internal departments, process Development, NPD, Purchasing and Supply base to complete Gold standard specifications.
* Maintenance of existing specifications through a review programme within agreed timescales.
* Review supplier specification (raw materials and packaging) to ensure they contain correct information and to be confident to challenge the content of specification.
* Translating recipes and supplier specifications into customer specification format.
* Interpreting nutritional analysis and running calculations to review against criteria.
* Generate and check pack copy specifications and sign off all artworks to ensure legal compliance within the specified timeframes.
* Complete the relevant internal trackers for specification control.
* Artwork approval.
* Support any customer audits.
* Handle queries for both internal and external customers e.g. on ingredients.
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| **Person Specification** |
| **Qualifications** | A degree in food related subject is desirable | Desirable |
| **Work Experience** | The ideal candidate for the Specification technologist role MUST have proven experience writing and updating specifications for major UK retailers accurately. | Essential |
| **Knowledge** | Food labelling and relevant legislation. | Essential  |
| **Job Skills** | Excellent communication skills, organisational skills, the ability to prioritise work effectively and high attention to detail are needed for success in this role. Meeting strict deadlines and managing workload. | Essential  |
| **Computer Skills** | Microsoft Office | Essential Desirable |
| **Literacy and Numeracy** | Must be competent in written English and Maths  | Essential  |
| **Management Ability** | Ability to negotiate, influence & recognise others viewpoint.Ability to develop effective relationship with other areas across site.Ability to work unsupervised & on own initiative with varied workload. | Essential |
| **Circumstances** | Driving licenceAbility to work flexiblyHome to be within 30 miles of the operating site | EssentialEssentialEssential |