| **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. | | | |
| **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 licence  Ability to work flexibly  Home to be within 30 miles of the operating site | | Essential  Essential  Essential |