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| **Role Profile** |
| **Job title** | Specification Writer  |
| **Reports to** | Technical Services Manager |
| **Responsible for** | Creating, writing and maintaining specifications. As well as assisting in the artwork process and assisting in managing and maintaining critical paths |
| **Based** | Walkers & Sons  |
| **Working Hours** | 8.00am to 4.30pm Monday to Friday  |
| This profile is only intended for illustration. It is not an exhaustive list of roles and responsibilities which may well evolve over time |

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| **Overall Purpose of the Role** |
| To complete and maintain specifications for a variety of customers including M & S (Find), Co-op (Co-op Core) Sainsbury’s (Evolve), Morrison’s (Mcreate), Tesco (TDQ), and own brand as well, as Waitrose Product pathway specification system; as well as work for Aidl and Lidl, Costa, Costco, and Own Brand specification systems |
| **Work Environment** |
| Office based role & home-based role- requirement to be on site minimum 2 day per working week  |

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| General Duties and Responsibilities |
| To complete and maintain specifications for a variety of customers including M & S (Find), Co-op (Co-op Core) Sainsbury’s (Evolve), Morrison’s (Mcreate), Tesco (TDQ), Waitrose product pathway specification system, as well as work on the Aidl and Lidl product specification systems and for other smaller accounts and food service customers. The candidate ideally should have knowledge of meat quid requirements and Food Law Requirements as well however training can be offered on this. The role will also include the requirement to draw up and maintain recipes for the factor and include liaising with the process team regarding the compilation of information including shelf life and analytical results. And to ensure each product has an approved and finalised product specification. The role will also involve involvement with generation and checking off artworks. The role will require interaction with customers over teams and in person and co-ordination and be able to complete timings against the agreed critical paths. |

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| **Key Skills and Experience (Competencies)** |
| **Key Skills:** Must have a good analytical might set and good attention to detail, and good understanding of food law. Must be adaptable to working in a fast-paced environment and working to different and sometimes demanding timeframes and be good at managing different work criteria.**Experience:** The ideal candidate ideally should have worked on as a minimum one of the specification systems such as Co-op (my core), Tesco (TDQ)/ Waitrose WPP and ideally M & S Find.**Education:** Ideally a Degree in Food science and/ or a HND in Food Science; although candidates with different degrees based in a skills-based background will be considered. |