
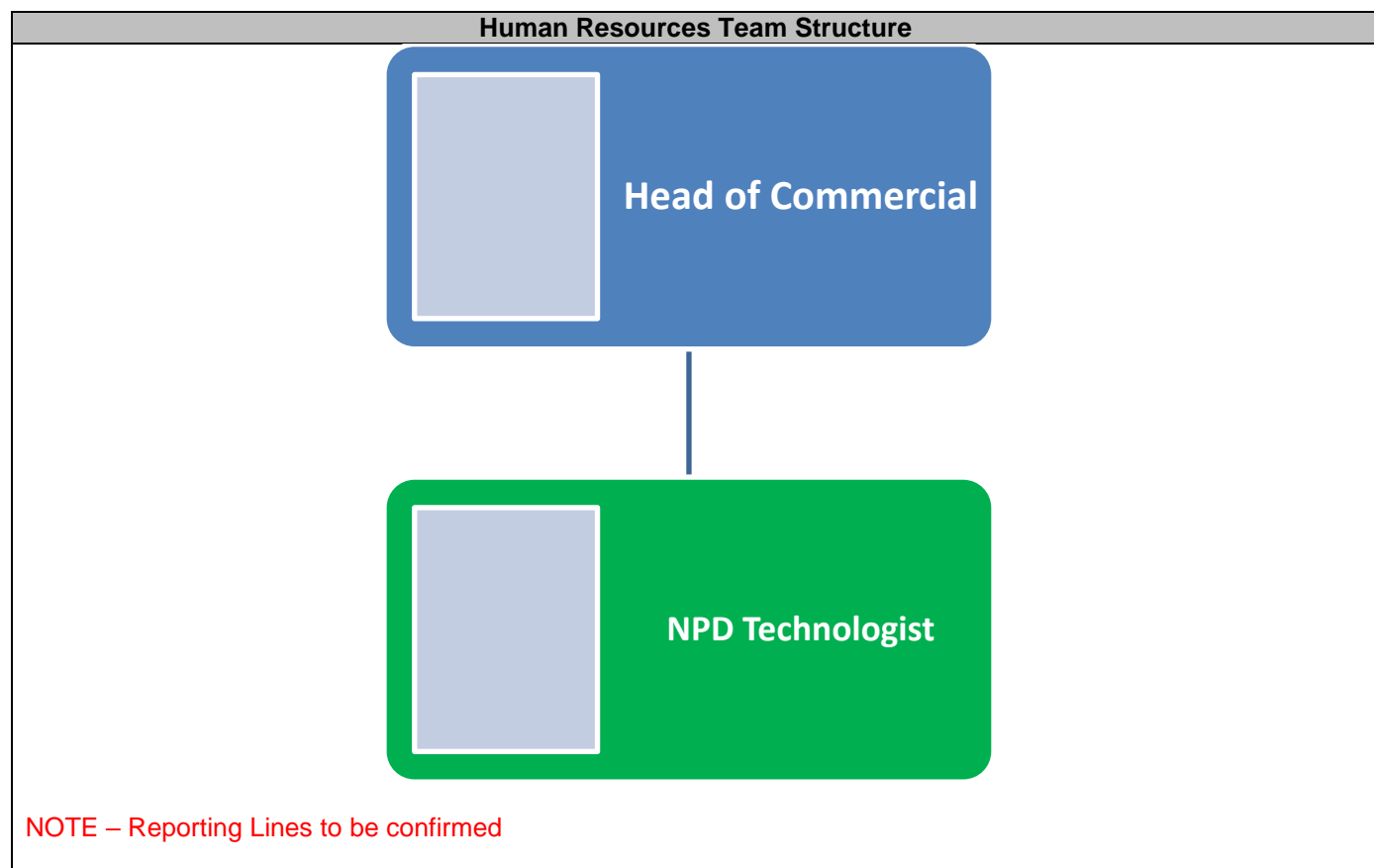


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| FOOD SAFETY AND QUALITY MANAGEMENT SYSTEM | |  |
| SECTION: 1- SENIOR MANAGEMENT COMMITMENT & CONTINUAL IMPROVEMENT | | |
| TITLE: JOB DESCRIPTION – NPD TECHNOLOGIST | CLAUSE: 1.2.2 | |
| ISSUE NUMBER: 01 | ISSUE DATE: | |
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Responsible to:


Job Holder's Title:

| Main Purpose of the Job |
|--|
| To manage and optimise the development of new food ranges, ideas and concepts with adherence to the NPD process. To manage and co-ordinate all internal and external sample requests across the Wigan Site |
| Scope of Responsibility |
| The development of new / modified products for Agrial Fresh Produce |



The list of duties is not intended to be exhaustive but gives a general indication of tasks and responsibilities. All employees are expected to work in a flexible manner and acknowledge that tasks not specifically covered in their job description are not excluded.

| | Writer | Verifier | Validator | Document code |
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| Name | L. Marsden | D Paterson | L Brown | HR-JD-066 |
| Title | HR Officer | Head of Commercial | HR Manager | |
| Signature | | | | |
| Date | | | | |

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| Key Accountabilities | |
|-----------------------------|---|
| 1. | CLEAN DRY SAFE To ensure that your work area is kept clean and free from hazards. Tidy and safe at all times, using a “clean, dry safe” positive attitude. Cleaning up after you at all times, to create an accident-free workplace. |
| 2. | Follow QMS New Product Design & Development Procedure, ensuring each project is run efficiently in line with the critical path, completing the required paperwork. |
| 3. | To Manage the sample procedure and sample requests that are placed on the Wigan operation |
| 4. | Reporting on project progress to HOC / Wigan Site Manager / Florette NPD team. |
| 5. | Working closely with commercial team and Marketing Category team to develop products and customer insights for customer briefs and presentations. |
| 6. | Review customer product ranges for potential product and shelf-life improvement recommendations. |
| 7. | Work in co-operation with factory departments for development of the projects (trials with industrial validation). |
| 8. | Leading and managing the bi-weekly site NPD meeting, issuing minutes which cover all actions required by all departments involved. |
| 9. | Liaising with the Production and Purchasing Manager to ensure new ingredients and packaging arrives on time. If A new material to the Site, ensure the correct technical procedures are followed for introducing these materials safely and with approval |
| 10 | Liaising with the Finance Teams to obtain product costings for NPD & EPD concepts and projects |
| 11 | Responsible for the artwork process (in conjunction with technical team) from cutter guides through to labels and film arriving on site. |
| 12 | Responsible for all packaging development in conjunction with packaging managers, including cross-production site product packing |
| 13 | Responsible for ensuring handover / launch packs to the technical team are accurate and conducted in a timely manner |
| 14 | Building relationships with Customers to help grow and protect our product portfolio and business with them – cost saving initiatives is also included within this. |
| 15 | Attend departmental meetings, communicating and presenting projects in progress. |
| 16 | Monitor products after launching following post launch review procedure after launch using sales, quality & factory feedback. |
| 17 | Work in synergy with group innovation. |
| 18 | Ensure that all site rules and regulations relating to personal hygiene, food safety and statutory health and safety are met at all times. |
| 19 | Co ordinate and conduct presentations, showcasing new ideas to potential and existing customers. |
| 20 | Comply with all company policies and procedures including, Health and Safety, Training and Development, Equal Opportunities, Quality, Disciplinary and Grievance and Sickness and Absence. |

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| 21 | Ensure compliance and commitment to the company's standards on ethical people management (in line with the ETI Base Code). Ensuring systems are in place to monitor and promote ethical working both in your own and your team's day to day working activities. |
| 22 | Work closely with Technical and Operation departments to ensure a clean handover is maintained when Projects launch |

Key Performance Indicators

| | |
|----|--|
| 1. | Development of projects within deadlines, costs, results reliability and customer satisfaction. |
| 2. | Full adherence to the development procedure, ensuring customer requirement alignment. |
| 3. | Development of products that meet required site Gross Margin targets unless agreed otherwise by the Commercial team. |
| 4. | Delivery of personal objectives to agreed timescales. |
| 5. | Ensure all sample request are managed effectively, including any cross-site sample requests |

Person Specification

The Person Specification is designed to establish the necessary qualities, skills, knowledge and qualifications that the ideal post holder would need in order to effectively carry out the position. The selection process will use this information to benchmark applicants, when short listing for interview. Once a person is in post their training and development needs will be assessed against these criteria and will become an integral part of the objective setting process.


| Qualifications | Essential | Desirable |
|------------------------------------|------------------|------------------|
| Education to A level or above | | √ |
| GCSE English & Maths or equivalent | √ | |
| Health and Safety Qualification | | √ |
| Basic Food Hygiene | √ | |
| | | |

| Knowledge and Experience | Essential | Desirable |
|--|------------------|------------------|
| 3 years manufacturing experience within short life products | | √ |
| Experience of Quality and Technical procedures | | √ |
| At least 1 years' experience of working for a Primary Producer within the Salad Sector. | | √ |
| To be quality focussed and understand the need for "achieving right first time" principles | √ | |
| To have good knowledge of packaging materials covering CSR and product functionalities. | √ | |
| Experience of presenting and managing customers. | √ | |
| Experience of writing and managing data bases and PowerPoint presentations | √ | |

| Skills | Essential | Desirable |
|---|------------------|------------------|
| To be an excellent communicator. | √ | |
| To have excellent attention to detail. | √ | |
| To act with tact and diplomacy and maintain confidentiality | √ | |
| To have excellent numerical and literacy skills | √ | |
| To be able to manage within a diverse and time-critical environment | √ | |
| To be well organised and have excellent time management skills | √ | |
| To have cross functional team building and team development skills | √ | |

| Core Requirements | Essential | Desirable |
|---|------------------|------------------|
| Confidentiality in respect to your own job must be maintained at all times. The integrity of the information you work with and are privy to should be treated with due respect and consideration. | √ | |

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| It is imperative that no discrimination takes place against any member of staff and that the company's equal opportunities policy is adhered to at all times. | √ | |
| You should ensure that all Health and Safety standards are maintained and that you show due diligence at all times. You should report any bad practices to the Health and Safety Manager. | √ | |
| Effectively manage and comply with company policies and procedures e.g. health & safety, training & development, quality, disciplinary & grievance and sickness & absence etc. | √ | |
| To carry out any other duties, commensurate with the role, as directed by the management team to meet the objectives of the business. | √ | |
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|---|--------------------|--------|
| Job Holder Name: | Job Holder Signed: | Dated: |
| | | |
| Signed on behalf of Agrial Fresh Produce: | | Dated |

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