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| Job Title: **Product Development Technologist** | Current Job Holders: NEW |
| Department: **Product** | Date Created/By: **April 2024/GCG** |

**RESOURCES MANAGEMENT**

* **Management responsibility for:** No direct reports.
* **Reports to:** Product Development Manager
* **Budgetary/financial framework**: £500 per single item. Must work within project budgets.

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| **JOB PURPOSE**  Contribute to the smooth running of the Product Team, creatively working to develop new and exciting products, in a timely and cost-effective manner. Delivering projects from concept to launch for new products, reformulation of existing ones and assessment of new materials. |

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| **KEY RESPONSIBILITIES**   * To develop new concepts/recipes that meet specific requirements of the project brief and relevant legislation, applying knowledge of ingredient functionalities and nutrition. Conduct taste panels and document feedback. * To independently manage own development projects, ensuring that all processes and steps are followed and that all NPD projects are managed through the Stage & Gate process. * To support with the development of new, replacement and alternative raw materials, ensuring that all processes are followed. Work with Technical and Supply Chain to deliver these projects. * To ensure all developed products comply with relevant food safety and labelling legislation. * To maintain accurate records of lab work at all times and keep NPD databases up to date. * To run pilot plant and production trials as required, working closely with the production manager, engineers. * To be available for first production of products and liaise/handover with Production and Quality. * To ensure that relevant information is collated for new and amended products for review with the HACCP team as part of pre-trial and pre-launch HACCP processes and to take an active role in HACCP meetings. * Responsible for organising and running shelf-life assessments, ensuring QAS are created and feedback from tastings are analysed, documented, and communicated. * Responsible for sending samples for analytical testing as required. * Maintain nutritional and allergen databases. To drive continuous improvement in ways of working. * Keep on top of trends through various mediums (exhibitions, retailers, magazines, suppliers etc.) and feed this information into concept development. Maintain knowledge of competitor products and trends. * To take part in training programmes as required - Food Safety, COSHH, Manual Handling etc. * To attend internal meetings as the NPD representative, where required. * To support Product Development Manager with recipe adjustments and improvements, assess them in current recipes and reformulate products, as necessary. * To uphold the departmental and company standards in respect of food safety, personal hygiene, health, and safety and GMP and to report any issues to the line manager. * Undertake other duties and tasks that from time to time may be allocated to the jobholder that are appropriate to the grade of the job where the jobholder has received training for the task. * Comply with all relevant internal rules, policy, and procedures, including those relating to Health and Safety, Data Protection etc, and all those contained within the issued Employee Handbook. |

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| **MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION**  **Education/Qualifications/Training:**   * Food science or food technology degree is desirable. * HACCP qualification Level 3 desirable * Food hygiene/safety qualification Level 3 desirable * Trained taster desirable   **Specific Experience:**  **Required**   * NPD experience in development and launch of new products and re-engineering of existing products (including sample preparation, organising tasting sessions and factory trials) * Experience in handover of recipes from NPD to factory environment. * Experience of working in food manufacturing environment.   **Desired**   * Experience of working with nutritional products, weight control or other supplement and formula food products. * Experience of working in an environment operating to a globally recognised food safety standard.     **Abilities/Skills/Knowledge:**   * Creative with food, able to ‘think outside the box’ for development opportunities. * Attention to detail when following and formulating recipes. Analytical skills. * Strong IT skills, especially in Word, Excel and Microsoft Outlook, experience of ERP systems. * Ability to build strong working relationships. * Proactive, self-motivated, and able to work on own initiative. * Confident communicator at all levels. * Excellent standard of written English, grammar, and numeracy skills. * Ability to prioritise and work to deadlines. |