

**JOB DESCRIPTION AND FURTHER INFORMATION**

<b>Job Title:</b>	<b>New Product Development Technologist (Knowledge Transfer Affiliate) (contract until March 2023)</b>
<b>Department:</b>	<b>Grwp Llandrillo Menai – Food Technology Centre</b>
<b>Location:</b>	<b>The Traditional Welsh Sausage Company Ltd. , Units 1 &amp; 2 CRWST Business Park, Ffordd Sam Pari, Conwy LL32 8HH</b>
<b>Salary:</b>	<b>Set Point: £23,000 per annum</b>
<b>Hours of Work</b>	<b>39 hours per week (Typically 8.00 – 16.30 / Mon - Friday) - On occasion the role will be required to work out of normal hours. Time may be taken in lieu.</b>
<b>Annual Leave:</b>	<b>28 days including Bank holidays (N.B. Bank holidays are not automatically granted – subject to level of cover)</b>
<b>Responsible to:</b>	<b>Appropriate Academic Supervisor and Industrial Supervisor</b>

**FURTHER INFORMATION:**

The Grwp Llandrillo Menai Food Technology Centre, in collaboration with Food Innovation Wales, has a series of fixed-term full-time and part-time positions for Knowledge Exchange Affiliates to work within Small to Medium Enterprise (SME) companies in the food manufacturing sector in Wales.

The Affiliate will work with Industrial Supervisors in approved partner organisations to support projects in a range of areas within this sector of the Welsh economy. This project provides an opportunity to work in partnership with **The Traditional Welsh Sausage Company Ltd.**, and the **Food Technology Centre**.

Traditional Welsh Sausage Company is a subsidiary of Edwards of Conwy Ltd. which is an award winning manufacturer and retailer of high quality and innovative meat product. <https://www.weareedwards.co.uk/>

The Food Technology Centre offers technical support, NPD services and training to the food industry. <http://www.foodtech-llangefni.co.uk/>



### **The aim of the project is:**

Joining the company through the Affiliate Programme, your role will provide you with an opportunity to understand the business and participate in new product development projects.

Working with the NPD Manager to support the development of a product range and to successfully bring products to market. The role will also involve evaluation of the current NPD systems and ensuring compliance against customer requirements, third party accreditation, food safety, quality and legislative parameters.

This role is 50 % factory-based and 50 % office-based (estimated).

The successful applicant will receive support and training as part of the HELIX Affiliate programme, largely based at the production site at **The Traditional Welsh Sausage Company Ltd., Units 1 & 2 CRWST Business Park, Ffordd Sam Pari, Conwy LL32 8HH**

### **JOB DESCRIPTION**

#### **Principal Duties and Responsibilities:**

- Support the NPD process critical path through from brief to launch in conjunction with production, technical, purchasing and commercial teams, to ensure new and re-developed products are launched successfully, in a timely and cost-effective manner, and in conjunction with all appropriate stakeholders. This will involve planning, accurate record keeping and practical trial work e.g. preparing concept samples, carry out test trials, organoleptic assessments and develop the supporting documentation inclusive of quality assessment attributes (QAS) etc.
- Conduct all NPD activities in accordance with company policy and procedures to meet the requirements of the BRCGS Standard, company objectives and industry best practice.
- Critically evaluate industry practices within the NPD department and where agreed implement changes that aim to improve business operations.
- Work closely with production and quality control to support relationships with all existing and new customers, ensuring you provide the highest level of customer service and support at every opportunity.



- Carry out research into emerging markets and relevant food trends
- Work closely with the Technical Manager to ensure that all information relevant to specifications, procedures and analysis for products approved for launch is co-approved between departments.
- Carry out on-line training and quality checks in production as required during scale up trials
- Develop a strong understanding of the supply chain, processes, challenges and risks associated from a product development and food safety perspective. Check supplier approval and monitoring and ensure intake raw materials and paperwork adhere to specifications.
- Involved in maintaining and updating the department files including SOP's, Risk Assessments, HACCP documents and quality management documents, where required.
- Comply with all relevant legislation, regulatory standards for Food Safety and Codes of Practice.
- Assist with internal and third party audits, customer visits and regulatory compliance where required.
- Operate in line with GLLM and Company Environmental and Health & Safety standards, HR policies, and all relevant processes and policies.
- Undertake a formal evaluation of the project and report.

### Standard Notification

These guidelines are provided to assist you in the performance of your contract. Grwp Llandrillo Menai is a dynamic organisation; therefore, changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Grwp Llandrillo Menai expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Grwp Llandrillo Menai's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.





## PERSON SPECIFICATION

### NEW PRODUCT DEVELOPMENT TECHNOLOGIST (CONTRACT UNTIL MARCH 2023)

#### 1. Qualifications (Essential):

HNC / D or above

OR

Experience within the food industry within, new product development, quality assurance or production.

#### Qualifications (Desirable):

BSc (Hons) in any science subject

#### A driving licence or access to transport

#### 2. Knowledge (Essential):

Understanding of statutory requirements in food manufacturing and their impact upon the working environment.

#### Knowledge (Desirable):

Project specific knowledge relating to themes within the Scheme (e.g. new product development, food safety/microbiology, technical systems, etc.)

#### 3. Skills and Abilities relating to role (Essential):

Computer literate, including, information searching, databases and spreadsheets.

#### Skills and Abilities relating to role (Desirable):

Interpersonal skills to relate to a variety of professionals, clients and food manufacturing personnel in a multi-cultural environment.

#### 4. Experience paid / unpaid (Essential):

Relevant industrial or culinary experience is essential if the education / qualification specifications are not fully met. Experience may include sector specific or exposure to food or food related industries.

#### Experience paid / unpaid (Desirable):

Industrial work experience in the food industry ideally within new product development.



### **5. Other Requirements (Essential):**

Demonstrable ambition to develop a career in the food industry.

Organised and diligent, with the ability to follow-up tasks to ensure timely completion.

Ability to develop working relationships with organisations and business partners.

Willingness to undertake further training/development specific to the project goals and objectives.

Self-motivation, enthusiasm and ability to work under own initiative.

Appreciation of the importance of confidentiality.

Ability and willingness to travel to multiple sites, Grwp Llandrillo Menai and other locations.

Willingness to work as part of a team, including on the line when necessary in order to verify processes and procedures.

### **Other Requirements (Desirable):**

Creative thinker, able to put ideas into practice.