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| **ROLE PROFILE** |
| Job title | Senior Specification Technologist | Date | 18.07.24 |
| Business | Walkers Deli & Sausage |
| Department | Technical |
| Working Hours | Monday to Friday 08:30 to 17:00 |
| Location | Walkers Deli & Sausage Co. 78 - 88 Cobden Street, Leicester, LE1 2LB |
| **ROLE SUMMARY** |
| The role of the senior specifications technologist will be:* To co-manage the workload of the specifications team, ensuring all specifications and artwork are compliant with all relevant legal legislation in addition to retailer codes of practice.
* To manage a technologist - ensuring that help, support & guidance is provided where necessary & personal development plans are worked towards.
* Be a point of contact both internally & externally for specification & artwork queries.
* Project management – including the formulation of critical paths & ensuring these are adhered to.
* To write & maintain product specifications for various retail & non-retail customers.
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| Reports to | Technical Services Manager |
| Direct & indirect reports | Specifications Technologist x 1 |
| Key internal stakeholders | Technical, Process, Account Managers, NPD |
| Key external stakeholders | Major UK retailers & B2B customers  |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES |
| * To manage a technologist - ensuring that help, support & guidance is provided where necessary & personal development plans are worked towards.
* Represent the team in both internal & external meetings.
* Prioritise and manage the workload of the team.
* Escalate and find solutions to meeting critical and changing customer deadlines.
* Make proposals for efficient ways of working.
* Completing and maintaining product specifications for a variety of retail & non-retail customers.
* Co-managing the artwork process, ensuring that the information on the packaging is correct and meets customers codes of practice and legal requirements.
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| **QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE** |
| * Experience using product specifications and artwork systems – **essential**.
* Understanding of food labelling law – **essential**.
* Excellent understanding of food manufacturing processes and development from concept approval through to launch – **essential.**
* Must have experience of working closely with individuals external to the business e.g. suppliers and customers – **essential.**
* Ability to demonstrate on going personal development, and evidence of ensuring that they remain up to date with all advances within their field – **essential.**
* Strong communication skills - **essential.**
* Able to deal with employees at all levels within the organisation - **essential.**
* Excellent knowledge of Microsoft office – **essential.**
* Ability to manage multiple tasks and projects to a successful conclusion before the deadline set – **essential.**
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| **CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS** |
| **Competency** | **Descriptors** |
| Value People | Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times. |
| Customer Focus | Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success. |
| Collaborative Team Working | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism. |
| Flexibility & Adaptability | The ability to change and adapt own behaviour or work procedures when there is a change in work environment, for example as a result of changing customer needs. |
| Initiative & Taking Ownership | Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism. |
| People Management | The ability to understand people and their motivations, build good relationships with them and help them unlock their potential |
| Empowering Others | Creates an environment where people feel required and enabled to take ownership and responsibility. |
| Coaching for Performance | The ability to help others achieve more through two-way feedback, clear direction and enabling. |
| Analysis & Planning | The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals. |
| Drive for Excellence | Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement. |