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| **ROLE PROFILE**  |
| Job title | Specifications Technologist  | Date | 16/07/2019 |
| Business | Walkers Deli & Sausage Co. |
| 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**  |
| Reporting into the Specifications Co-Ordinator, the Specifications Technologist will have project management responsibility for specifications for major retail customers to enable products to be launched on time into the market place and ensure product labelling across the range of products meets food safety, quality and legal standards. |
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| Reports to | Specifications Co-Ordinator |
| Direct & indirect reports | Category Technical Services Manager |
| Key internal stakeholders | Technical, Process and Operations Management |
| Key external stakeholders | Major retailers and B2B customers  |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Managing, completing and maintaining branded and own label product specifications for major retail customers using their web-based systems.
* Co-managing the artwork process, ensuring that the information on the packaging is correct and meets customers codes of practice and legal requirements.
* Working with the concept to launch team on the formulation of critical paths and ensuring these are adhered to.
* Attending customer pre-artwork meetings.
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| **QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE** |
| * Degree qualified or equivalent, in a relevant discipline - Desirable
* At least one years’ experience within a related technical role - Essential
* Experience in working within a manufacturing process development role, preferably within chilled food - Desirable
* 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 - Desirable
* 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 MS Office – Word / Excel / PowerPoint - Essential
* Web based specification experience - Essential
* Strong communication and interpersonal skills including both written and verbal communication - Essential
* Ability to manage multiple tasks and projects to a successful conclusion before the deadline set. - Essential
* Ability to work flexibly within a 24/7 manufacturing operation and to allow completion of projects to set deadlines. - 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. |