

Job Description

1. JOB INFORMATION

JOB TITLE: Technical Coordinator Raw Materials

DEPARTMENT: Supply Chain Assurance (Technical)

REPORTS TO: Quality Manager Raw Materials

DEPUTISATION: Raw Materials Technologists

LOCATION: Site based (various locations)

2. JOB PURPOSE

To represent the team with those involved in the product launch critical path to ensure good communication and prioritisation in both directions to ensure specification information is available to the standard and timescales required. To prioritise work for the team, and work to uphold the standards defined for the teams to work to.

(Note: This is an extension of the Raw Material Technologist role and as such builds on the job description of Raw Material Technologist)

3. DIMENSIONS

3.1 FINANCIAL

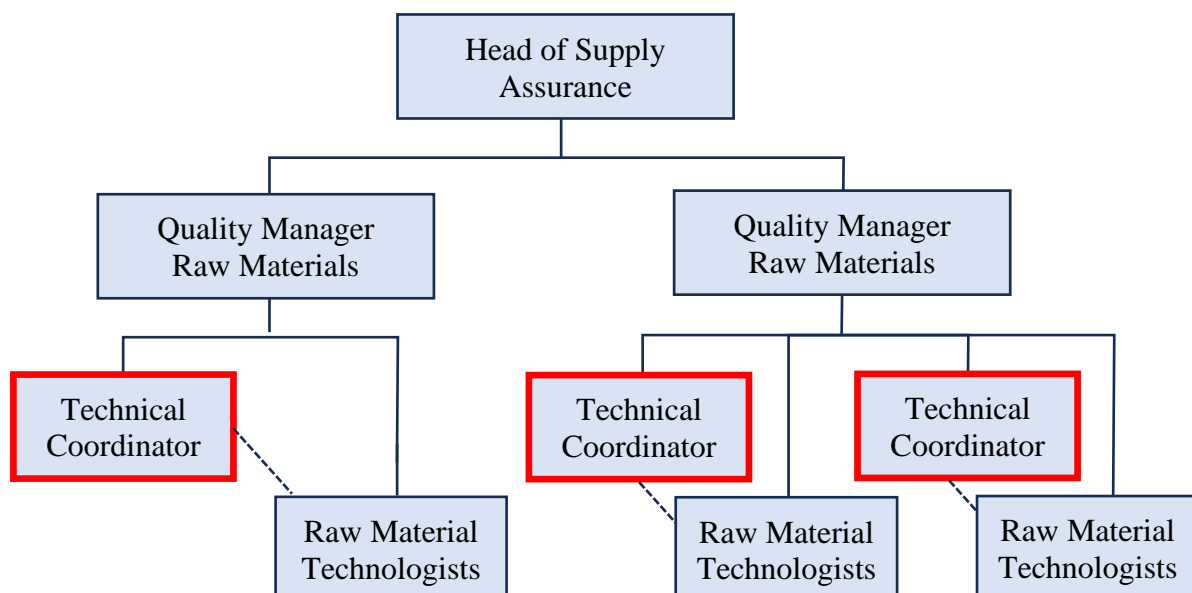
Efficient ways of working.

Support procurement team in driving cost out of the business.

3.2 STAFF

May include supervisory responsibility for Raw Material Technologists

3.2 ORGANISATIONAL STRUCTURE / REPORTING LINE



4. DUTIES / RESPONSIBILITIES

- **See Raw Material Technologist job description; this role is predominantly the same with the addition of the points below:**
- **Coordination**
 - Work closely with Product Development and Product Specifications teams to ensure a good understanding of new ingredients coming into the business and ingredient changes, along with timescales for these.
 - Prioritise and allocate workload for the team
 - Support team in planning and prioritising workload
 - Monitor performance against plans to ensure specifications delivered in a timely manner
 - Escalate concerns regarding workload / delivery on time to manager.
- **Monitor and uphold standards**
 - Ensure appropriate guidance material available for all those involved in material specifications (technologists, NPD, site teams, etc)
 - Monitor as required to ensure good calibration of team
 - Support use of Smile (for internal and external users)
- **Deputise for Quality Manager**
 - Take the lead in the absence of the Quality Manager
- **Flexibility**
 - Be available to support other areas of the team when required.
- **Maintain and report KPIs.**

5. MEASURABLE OUTPUTS

- Performance against objectives
- Team KPIs
- Audit feedback

6. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED		
Essential	Desirable	
<ul style="list-style-type: none"> Food-related qualification or significant experience in a similar role. Experience of maintaining and approving ingredient specifications Working knowledge of food legislation in relation to ingredients Working knowledge of retailer requirements in relation to ingredients HACCP & VACCP understanding and experience. Excellent attention to detail Organised and efficient; able to prioritise. Good communication skills (written and verbal) and ability to influence. Ability to challenge and question in a positive way without causing offence. Uses initiative, self-motivated and assertive. Computer literate – familiar with Office 365 (Excel, Word, PowerPoint) and SharePoint, comfortable using computer systems such as Smile, SAP, Qlik sense and Foods Connected 	<ul style="list-style-type: none"> Third level qualification in food science or similar HACCP level 4 Experience dealing with external bodies, such as auditors, suppliers, customers. Good understanding of Smile & recipe Professor systems 	
		DATE:
JOB HOLDER:		
MANAGER:		
HUMAN RESOURCES REPRESENTATIVE:		

Note: This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Pilgrims Europe reserves the right to vary duties and add duties as they see necessary.