

JOB DESCRIPTION

JOB TITLE: New Product Development Technologist (NPDT-122)

DEPARTMENT: Operations

REPORTS TO: NPD Manager

2. JOB PURPOSE

To execute product and process development projects from concept to successful launch.

3. KEY TASKS

To assist in implementing NPD projects at bench level, pilot plant scale and eventually through to full production trials, where applicable, in a timely and costly manner.

To ensure all projects are developed in compliance with food safety, quality and legal requirements.

To ensure all projects are developed in compliance with customer's requirements, ensuring that all raw materials requested and received from suppliers meet fully with all relevant codes of practice by accessing customers' online technical systems.

To prepare samples as requested from both internal and external briefs.

To carry out all necessary QC checks on NPD prepared products and trials and where necessary any raw materials to ensure optimal processing.

To ensure that all products developed are costed accurately.

To arrange internal tastings for all samples prepared prior to customer despatch.

To communicate with and to update customers and all relevant internal and external parties regarding NPD activity on individual projects.

To communicate with the Technical department regarding new product and process developments, to ensure that any issues with new raw materials are raised and reviewed and to ensure that all relevant product information is provided for all approved recipes to allow completion of product specification.

To carry out full evaluations and recording of all product trials in order to determine the manufacturing process, shelf life and organoleptic qualities.

To report results of all trials to all relevant internal and external parties.

To assist in the investigation of any problems that may arise from products in routine manufacture.

To participate in customer / technical visits.

To assist in presenting product samples / concepts to customers both on and off site.

To ensure collaborative NPD work with suppliers, customers and outside agencies, is carried out to the maximum benefit to the company.

To operate all NPD equipment in a productive, hygienic and safe manner whilst ensuring the NPD laboratory is kept clean and stocked with all necessary raw materials and consumables.

To work in accordance with practices as outlined in the work instructions and procedures relevant to the department and the job as well as adhering to all customer's individual NPD processes.

To ensure that all relevant documentation is completed as required and to ensure that all records are easily retrievable for customers / auditors during visits.

To contribute to the ongoing review of existing products, processes and inputs to maximise quality, cost and efficiency in the company's operations.

To contribute to the creative processes, both within the NPD Team and throughout the company, that propose, evaluate and prioritise NPD concepts.

To adhere to all Company policies and procedures including Company Health and Safety Policy and Equal Opportunities Policy.

This is not an exhaustive list of duties and may be added to or deleted from as required to meet the changing needs of the business.