**Role Profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title: | Assistant Technical | | Function: | Technical |
| Reports to: | Manager – Technical Nuts and Dried fruit) | | Band: | 1 |
| Leader of: | N/A | | Location: | Telford based |
| Job Purpose | | | | |
| * **Support for QA, Commercial and Technical** | | | | |
| Skills, Training and Knowledge | | | | |
| **Qualifications** | | Essential:   * Educated to GCSE level (or equivalent) in Maths and English and to have achieved a pass grade * Food Safety Level 2   Desirable:   * HACCP Level 2 * VACCP/TACCP Level 2 * Internal Audit Training | | |
| **Skills and Knowledge** | | Essential:   * IT Proficient (e.g Word, Excel, Powerpoint) – ability to create documents, tables, graphs, spreadsheets (including basic formulaes) * Relevant Food Industry experience * Previous Experience of using Asda’s Hive System * Working knowledge of Allergen Management   Desirable:   * Understanding BRC standards for Food Manufacturing * Previous experience of using retailer specification systems * Internal auditing | | |
|  | | | | |
| Key Challenges for the Role | | **Main areas of accountability (not exhaustive)**   * Supporting the QA team in their duties (e.g sampling product for intake testing from on/and off site storage facilities, completing audits, line checks etc.). * Supporting and providing cover for the Advisor Technical by: * Investigating customer complaints * Providing Admin support for Technical : * Updating/Creating documents * Placing GNFR Purchase Orders * Ensuring that Governance reports (daily, weekly, monthly, Quarterly as required) are maintained * Maintaining Raw material specifications and associated intake logs * Issuing sample sheets and Certificates of Conformance to the outsourced processors of IPL stock in a timely manner, so as not to delay processing of stock * Ensuring that launched products are tested/evaluated at the end of life against the routine testing plan. * Collation and logging of consistency panel samples and closing off any actions following paneling by Asda.   From time to time there will be a requirement to support the introduction of new products into the site working closely with Commercial, Technical and Operations by:   * Managing the sample storage system for the Buying Team. * Completing market research by visiting retail stores/websites and presenting results to the Buying Team as requested. * Producing kitchen samples once briefed by the Buying Team. * Scaling up and documenting factory trials to ensure consistency and line capability once kitchen samples are approved. * Managing shelf life trials to demonstrate product consistency and food safety during shelf life for new products that involve new ingredients or packing formats. * Supporting intake checks for the first intake of any new ingredients, films or inner boxes to the site so that QA are aligned on expectations for future delivery checks against the intake logs. * Ensuring that the Project Critical path actions assigned to the role are completed and the GANTT/Product Lists are updated e.g: * Producing raw material specifications for new ingredients and creating the QC intake logs. * Supporting in the creation of Asda (via The Hive) specifications * Creation/amending QAS’s * Checking and approving Artwork for films and inner boxes * Ensuring that packaging specifications are on file for the first intake of films and inner boxes. * Submitting samples to SGS, Asda and Brandbank samples as required * Checking that Asda.com product detail is present and maintained * Briefing Operations regarding new products once production is planned. * Approving and documenting first production and submitting samples to Brand Bank, SGS and Asda as required.   Other responsibilities include:   * Being part of the internal QMS audit team and issuing out audits to the internal audit team * Leading improvements to site processes as part of a continuous improvement culture once projects are created. * Be a Food Safety Culture Champion.   Person Specification: must be:   * Resilient, organized, have the ability to prioritise workload without direction, methodical, accurate, an excellent communicator, assertive, have the ability to work under pressure. | | |
| KPIs and Measures of Success | | * BRC Grade AA+ * Asda Integrity audit – Pass * CPMU, on line reviews, COPMU trends highlighted to keep within targets * Green Product Launches | | |
| Key Internal Relationships | | * Telford Site Operations Team * NDF Commercial Team * NDF Supply Chain Team | | |
| Key External Relationships | | * Suppliers – Raw Materials (Ingredients, Food Contact Packaging), Service Providers in relation to Asda specifications, artwork and Asda.com * Asda Product Managers, Asda Category Technologists, Asda Category Technical Managers | | |
| Dimensions and Decision Making | | | | |
| Budget/Direct Reports/Indirect Reports | | N/A | | |