

WHITBY SEAFOODS LTD – JOB DESCRIPTION	DETAILS
POSITION TITLE	Process Technologist
REPORTING TO	Process Manager
REPORTEES	None

KEY RESPONSIBILITIES

Overall Purpose

To assist in the Product Development process, by way of undertaking duties associated with product trials and product evaluation – in-line with Whitby Seafoods and Customer requirements. To support site process and product improvements.

Responsibilities and Accountabilities

1. Undertake trials in-line with Whitby Seafoods and Customer requirements and as instructed by Line Manager.
2. Document all data from trials inc. shelf-life, organs etc, comprehensively and legibly for future review in order to establish process capabilities and support due diligence.
3. Co-ordinate project critical paths including launch tracker, new line forms and meetings to ensure projects remain on track including escalation in the event of delivery being at risk.
4. Secure and submit appropriate samples as requested by Customer as well as those for analysis e.g. Microbiological, Nutritional, for organoleptic evaluation and for transit trials
5. Plan and organise resources to achieve the day to day delivery of trials etc, in-line with Project timescales.
6. Working with NPD, Technical and Production establish appropriate quality attributes for raw material, work in progress material and finished product taking into account operational capabilities.
7. Co-ordinate Pre-Production and Launch preparation.
8. Support the Technical team with artwork checks and specification generation as required
9. Contribute to post launch evaluation of process in conjunction with NPD and Technical to ensure process established at launch is still valid for full scale production and implement improvements as necessary
10. Product spec writing for all the major systems, including Aldi, Asda, Brakes, Bidfood, COOP, Morrisons, Lidl, and Tesco

Person Specification

Previous experience in an NPD or Process role essential.

Strong personal organisation to make commitments happen – always has a plan, but willing to change based on the priorities of the group business.

Demonstrating energy, drive, passion, and commitment to achieve results

Takes a “no-nonsense” approach – ‘what can we do to sort this out?’

Listens and seeks to understand and satisfy the customer’s changing needs

Good written and verbal presentation and communication – good listener - with analytical and reasoned persuasion

Able to work as a team player or independently

Good Excel and work skills

Methodical approach to word