



Job Description

Job Title: Technical Manager

Reporting To: Head of Technical

Job Summary/Purpose: Responsible for all aspects of food safety throughout Place UK Ltd and Phaseolus Ltd, from field to factory, promoting continual improvement and good management practice.

Duties and Responsibilities:

Health and Safety

Develop and actively promote a positive Health & Safety Culture.

Identify any safety improvements within the department and escalate if necessary

Adhere to all health and safety requirements, at all times

Food Safety

Adhere to and ensure all staff adhere to Business Food Safety Standards at all times

Escalate any potential Food Safety issues immediately

Management of serious incidents and corrective actions / preventative measures. Ensuring corrective actions are taken to resolve issues effectively and efficiently.

Control of Suppliers & Products

Responsible for reviewing and updating product specifications in line with legal requirements and the business needs.

Ensuring the HACCP systems throughout the Company are specific, practical, effective and followed

Ensuring quality of incoming raw materials and packaging is met in line with product specifications

Maintaining technical files (supplier, product and customer records)

Responsible, in conjunction with the Head of Technical, for developing the site Technical Policy, providing input into the overall business strategy and Food Safety and Quality targets.

Driving customer complaint reductions through raw material management and process control

Customer Support

In conjunction with the Head of Technical, to be the main contact for Place UK Ltd and Phaseolus Ltd customers with regards to product information, specifications and controls.

In conjunction with the Head of Technical, host audits from BRC, retailers, and other business customers

Handle complaints with regards to the quality and hygiene issues.

People Management

Secure the appointment, leadership, management, training and development of all personnel involved in technical management such that the Company is resourced with sufficient motivated and competent employees to execute its activities.

To act as a professional and trusted advisor to the Head of Technical and site Management team on all Technical matters.

Technical Compliance

Provision of technical guidance, training and support to other departments, developing awareness and understanding of technical issues

Monitor and lead improvements in standards of factory hygiene and manufacturing standards.

Ensure that site is legally and contractually compliant in all areas and to actively promote hygiene, health and safety, immediately halting any unsafe practices and taking appropriate action to remedy.

Review and update process specifications and documentation in line with legal requirements and business needs.

NPD

Provide Technical input into product trials and launches as required.

Continuous Improvement

Keep abreast of developments in the field of technical, food safety and health and safety and discuss implications for the company with other departments accordingly

Site Communications & Engagement

Reporting of technical performance of the business, both internally and externally. Working closely with Production and service departments to drive improvement in technical standards and performance (product, process and environmental).

Working with the cross functional teams to ensure full compliance with all company and customer requirements including BRC.

Ensure that the site achieves and maintains the targeted level of accreditation through customer/legal auditing processes.

I confirm I have read and understand the job description for my position which describes my duties and responsibilities, I also understand that I am responsible for performing other related duties as required which may not be listed.

Name (Printed)	Signature	Date

***This document is designed for guidance only and is not exhaustive.
Duties may change or be added and deleted to meet the changing requirements of the business.***