

Job Description

Job Title	NPD DEVELOPMENT TECHNOLOGIST
Remit	<p>Working as a key member of the development team you will be responsible for all aspects of product development for specific high profile retail accounts. This will also include own label development. You will also be responsible for managing and maintaining the NPD process from concept to launch, covering blue sky innovation, recipe construction, product re-development, cost reduction, artwork approval, specification writing.</p> <p>This role will require flexibility in approach, ranging from kitchen trial work, NPD production trials, customer visits, entertaining, store visits, and directional shopping, you will also be required to work closely with various departments within the business including sales, accounts, technical, purchasing and operations /production.</p>
Hours of work	40 hours per week, but you may be required to work over and above to achieve the desired results , along with attending customer events / functions/ entertaining.
Accountable to	New Product Development Manager.
Key accountabilities and responsibilities	<ul style="list-style-type: none"> • Responding to briefs from the customer • Brainstorming and concept development ensuring that samples are developed to the brief taking into account the factory capabilities, involving production at all stages within the NPD process. • NPD process – ensuring adherence to the process for each product that is developed, and that it follows the gate and critical paths • Benchmarking – product evaluation of newness and existing lines within ranges that are being developed. • New raw material sourcing- support the development chef/ Purchasing Manager in obtaining raw materials for each development, advising on allergens, nutritional values, suitability for process. • NPD sample control – hold Daily SRF meetings to ensure all samples requested from commercial team are actioned, complete documentation required for delivery of samples to the destination, check all samples match the recipe and meet the quality standard expected. • Customer support /liaison – keep the customer informed of progress throughout the development; have all correct paperwork completed within the npd process to catalogue communication.

	<ul style="list-style-type: none"> • Npd trials and product launches – arrange and attend all product trials and launches, brief out requirements to the operations team and to the production staff, via the relevant paperwork and documents. Hold product screening and ‘go factory’ meetings. • Recipe costings – Support the innovations chef to build costings to achieve desired margins once recipe has been formulated. • Product specification – use web based customer systems for specification writing • Support QAS – Writing the Quality attributes for each product that is developed or upgraded and any new raw materials. • Support the Technical department in collation and checking of New Raw Material Specifications.
Working relationships and key contacts	Development manager, concept development chef, process technologist, packaging technologist, costing accountant, operations director, factory manager, factory shift manager, technical manager, commercial director. Account managers, Managing director.
Key result areas	<ul style="list-style-type: none"> • Npd process – supporting the implementation of the NPD process, managing product through the gate system to launch • Milestone NPD meetings – to be held weekly, giving the business and overview by each product and customer • Customer relationships – managing expectation/ communication follow up from reviews and sample submission • Customer visits – trails, pre production runs, support operations teams on 1st production runs. • Supporting packaging buyer with artwork turnaround • Transition of product development from kitchen to factory. • Chef support – liaising with chef on blue –sky ideas, product technical support, customer presentations. Recipe builds and costings. Production of samples.
Agreed dates and timelines <i>To be agreed with technologist</i>	
Signature manager	
Signature employee	
Date	