



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

## JOB DESCRIPTION

<b>Job Title:</b>	Process Waste Reduction Operative (Food Sector)
<b>Department:</b>	Cardiff School of Health Sciences
<b>Location:</b>	Llandaff Campus
<b>Grade:</b>	4
<b>Salary:</b>	£25,627 - £30,497 per annum
<b>Tenure:</b>	Fixed term until June 30 <sup>th</sup> 2023
<b>Hours:</b>	37 hours per week
<b>Accountable to:</b>	Technical director, Food Industry Centre
<b>Reporting to:</b>	Technical Manager
<b>Accountable for:</b>	N/A

### Role Summary:

Responsibility for supporting the Senior Process Waste Technologist for identification, delivering and disseminating applicable process development and optimisation best practice knowledge to a wide range of food manufacturing businesses for the continued development of the food manufacturing sector in Wales and beyond.

To support identification of key process development and optimization shortfalls in industrial partners' operations through analyses of product processing, observations and internal audits.

### Principal Duties and Responsibilities:

- Responsibility for supporting the delivery and dissemination of applicable process optimisation best practice knowledge to a wide range of food manufacturing businesses for the continued development of the food manufacturing sector in Wales and beyond.

HERA Code:

- To help the senior process waste technologist identify key process shortfalls in industrial partners' operations through analyses of product processing and internal audits.
- To support in the determining of the business partners training needs and identification of appropriate corrective action plans to encourage continuous improvement in waste reduction, factory, process design & development
- Review, follow up and transfer best practice in all process optimisation activities in industry with the identified partner food manufacturing businesses
- Co-ordinate process waste meetings with private sector partners as appropriate, communicating key information to senior management team
- Support the senior Process Waste Technologist in the creation of Monthly reports on waste reduction activities in all aspects of role, (Including knowledge transfer, process controls waste reduction, compliance, research and commercial activity etc.) for review with regards to continual improvement.
- Implement a rigorous and robust project delivery mechanism (from project enquiry to project closure) for all process development projects delivered by the FIC under the guidance of the Technical Manager (Processing)
- Help Mentor SME's in all areas of waste reduction, yield optimization and factory design to 'best in class'
- Support the management of the timetable for delivery with industrial partners for this role and reportees
- To support the delivery of internal and external training/mentoring sessions to up-skill staff and partner companies when appropriate.
- Support the line manager with the development of a template that can be used by companies to assess process losses and waste from raw material intake to dispatch ( and to customer where applicable).
- To work closely with other technical staff to optimize the offer of the FIC to industry for example Head of Baking when evaluating bakery companies.
- To work in unison with designated and complimentary staff within the Centre/school when undertaking specific investigations e.g. cooking validations and food safety controls

- To undertake specific process development / waste reduction projects as and when required and formally present verified and validated results in an appropriate manner( to clients, at conference ( UK & International) as required e.g. Thermal profiling, Process validation,
- Support the business development and dissemination activities of the FIC at national and international trade events and conferences etc. as appropriate
- Undertake CPD activity appropriate with role as defined by the staff development process.
- Support the senior process waste technologist on factory floor assessments of partner companies manufacturing processes.
- Undertake product specific analysis on process lines for industrial partners.
- Engage staff from partner companies in a collegiate manner
- Any other duties commensurate with grade, skills and abilities as may be required from time to time
- This post will require the ability and willingness to travel to factory settings throughout Wales on a weekly basis.

**Additional Information:**

***Standard Notification***

**These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore, changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.**

**It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.**



**Cardiff**  
Metropolitan  
University

**Prifysgol**  
Metropolitan  
**Caerdydd**

**PERSON SPECIFICATION**

Post:	Food Industry Centre Junior Waste Reduction Operative	<u>*Key</u> A - Application form I - Interview T/P - Test/Presentation
Unit/School:	Cardiff School of Health Sciences	

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	First degree (2:2 or above) in an appropriate, relevant science discipline (e.g., Food Science or Food Technology) or equivalent work experience	√		
Education & Qualifications (Desirable)				

Knowledge (Essential)	Working knowledge of food processing sector		√	
	Working knowledge of waste reduction implementation methodology and process improvement models		√	√
	Working knowledge of cost reduction projects, the identification and implementation of effective process control		√	√
	Working knowledge and understanding of food production systems in more than 2 food and drink categories		√	
	Working knowledge of food product costing methods		√	√
	Working knowledge of Process Development and process optimisation processes	√	√	
	Working knowledge of Factory GMP standards		√	
	Working knowledge of production planning / scheduling methods	√	√	
	Working knowledge of relevant IT programmes relating to costings and processing waste control.	√	√	
Knowledge (Desirable)	A understanding of analytical techniques, including qualitative data analysis. e.g., texture analysis	√	√	
	A understanding of Sustainable food manufacturing methods and models e.g., life cycle analysis and circular economy	√	√	

<p>Skills and Abilities (Essential)</p>	<p>Accomplished with MS Office, general IT competence including use of spreadsheets.</p> <p>Ability to communicate information which needs careful explanation or interpretation to help others understand.</p> <p>Ability to work under pressure to strict deadlines within a defined project plan</p> <p>Flexible, pro-active approach to all work activities</p> <p>Effective time management skills</p> <p>Ability to analyse routine data relating to the food-processing sector.</p> <p>Effective communication and interpersonal skills</p> <p>Report writing skills</p> <p>Ability to work on own initiative and be self- motivated</p> <p>Problem solver</p> <p>Appreciation of the importance of confidentiality</p>	<p>√</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p></p>	<p>√</p> <p>√</p> <p></p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p></p>	<p></p> <p>√</p> <p>√</p> <p></p> <p></p> <p>√</p> <p>√</p> <p></p> <p></p> <p></p>
<p>Skills and Abilities (Desirable)</p>	<p>Ability to relate to a variety of professionals and food manufacturing personnel in a multi-cultural environment</p>	<p>√</p>	<p></p>	<p></p>

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Experience paid / unpaid (Essential)	<p>Effective team working in an office and manufacturing environment</p> <p>Experience in working in technical/ process development roles in at least 2 product categories within a food manufacturing environment supplying the retail sector</p> <p>Experience of delivering projects from initiation to completion within budget and timescale.</p>		√	
Experience paid / unpaid (Desirable)	<p>Relevant previous experience in the food manufacturing industry in four product categories</p> <p>Experience of BRC /QMS compliant technical systems</p> <p>Demonstrated ability to work at the academic-industry interface and in supporting research and enterprise opportunities.</p>	√		
Other Requirements (Essential)	<p>Willingness to continually develop own knowledge and skills</p> <p>Commitment to Equal Opportunities</p> <p>Commitment to Team working</p> <p>Willingness and ability to travel to client companies on a regular basis</p> <p>Willing to present and attend national / international conferences, meetings or trade events as required</p>		√	
Other Requirements (Desirable)	<p>Some analytical training e.g. laboratory, product analysis</p> <p>Welsh speaking</p>	√		