



Role Specification

Title: Specifications & Technical Projects Manager

Reporting to: Alex Holland, Head of Technical & Quality

Direct Reports: Specifications & Samples Technician

KEY RESPONSIBILITIES:

- Working closely with Sales, Marketing and Production to develop new ideas, projects and NPD service for our customers.
- To ensure that all products supplied by the company comply with legal requirements and customer needs.
- Manage and lead our retailer specification accounts and ensure all specifications are completed in a timely manner.

MAIN DUTIES:

- Manage the specification team and all specification requests.
- Manage and coordinate weekly project meetings between Sales, Operations, Technical and other relevant parties, to discuss current and upcoming projects for Tenbury Wells and Leominster Manufacturing.
- Manage our Retailer specification accounts and lead OV UK specification platform.
- Record and circulate weekly project meetings and assign actions to those responsible.
- Keep project records up to date with all relevant paperwork- project briefs, trial paperwork, product testing etc.

- Coordinate signing of project briefs when completed by the Account Manager from Operations and Finance.
- Complete retailer format specifications, liaising with manufacturing sites for additional product information.
- When necessary, liaise with operations to conduct product trials, and oversee these for new projects. Communicate back to projects team on trial outcomes.
- Work closely with Retail Sales Director, to ensure clear understanding of upcoming retailer projects.
- Process new item forms for new retail launches.
- Assist with producing necessary paperwork for production to conduct new launches e.g. packing specifications.
- Work with QA technicians on new product launches to ensure launches go smoothly.

Multi-Skilling

OV Group is a company that requires employees to be flexible in their approach. We operate a policy whereby our employees can operate within different areas of the company on an ad-hoc basis. This may necessitate covering other roles when other members of staff are on holiday or are absent. You may be trained in more than one section of the business. There may be tasks outside the description, which you will be requested to carry out. This is assuming you are trained, able and fully equipped to do so.

Person Specification

Essential Attributes:

- Previous experience working within specifications and specification platforms.
- Previous experience of dealing with Retail specification platforms
- Knowledge of HACCP, allergen control and packaging legislation.
- Computer literate, with a good working knowledge of Microsoft Word and Excel.
- Diligent attitude, with a high level of attention to detail.
- Organised and able to manage work to meet strict timescales.
- Diligent with a high level of attention to detail.
- Methodical and a logical problem solver.
- Excellent team working and interpersonal skills.
- Ability to be proactive in the approach to Quality.
- Drive new initiatives and take full ownership for your work.
- Keen interest in food and flavour trends and developments.

Desirable Attributes:

- Experience of working within QC/QA departments.
- Experience of and knowledgeable in quality standards and food safety desirable but not essential as training will be given.
- Intermediate HACCP/Hygiene Qualifications.
- Knowledge of D365 or similar ERP system.

Remuneration & Benefits

Salary:	£35-39,000 depending on experience
Holidays:	25 days plus Bank Holidays
Pension:	3% Employer/5% Employee
Flexible Working:	We are open to flexible ways of working in order to attract talented people to our business. Whilst we cannot guarantee to accommodate all requests for flexibility, we promise to listen and consider complementary proposals.
Other:	Employee Discount Scheme, Health & Wellbeing Program, Cycle to Work Scheme, Salary Sacrifice Scheme for Electric Vehicles, Life Assurance, Additional paid leave for Birthdays, On-site Parking.

In return, you'll become part of an inspiring culture that focuses on people. We are incredibly proud of where we have come from and where we are going. Across the Group, we acknowledge and reward talented, hardworking individuals by providing them with fully supported opportunities for growth and development.