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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | Specifications Technologist | Department | Technical |
| Function | Group Technical  | Site | Fakenham |
| Date | 02/02/2024 | Approved by(manager) |  |

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| SECTION 2 – JOB SUMMARY |
| You will be responsible for managing, completing and maintaining retailer and branded specifications and artwork process for Hain Celestial UK |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| To manage, complete and maintain retailer specifications for Hain Celestial UK, you will cover other specifications technologist when required to do so. | **65%** |
| To work with the necessary departments to coordinate artwork and advert campaigns ensuring it is correct to the specification and legal. | **20%** |
| Support the specification function across the group via cross training activities and absence cover. | **15%** |
| To keep up to date with customer policies and legal changes / amendments and advise the business on changes that are required.  | **5%** |

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| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc) | **HNC/HND qualification** |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | **Minimum 2 years’ experience in the food industry****Proven retailer specs experience in a similar role essential****Strong knowledge of food regulations, food safety standards and relevant labelling requirements essential****Hamilton Grant experience preferred** |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | **Key Responsibilities:*** **Create and update product specifications for branded and own label products, ensuring compliance with relevant regulations and standards.**
* **Create pack copies, check and approve artworks**
* **Collaborate with cross-functional teams, including NPD, R&D, Quality Assurance, and Production, to gather information and provide technical support.**
* **Conduct periodic reviews of specifications to ensure accuracy and relevance.**
* **Manage the specification approval process, ensuring timely completion and adherence to internal and external guidelines.**
* **Ensure nutrition, health and other marketing claims comply with appropriate regulations and advertising standards**
* **Maintain an organized and up-to-date database of specifications, documentation, and related records.**
* **Stay informed about industry trends, regulations, and changes to ensure compliance and recommend improvements.**
* **Provide technical expertise and guidance on specifications-related matters to internal stakeholders.**
* **Participate in audits and inspections, assisting in the resolution of any non-compliance issues.**
* **Adhere to Company’s Equal Opportunities and Health & Safety Policies.**
* **Ensure high quality standards and hygiene are maintained.**
* **Respect individual and Company confidentiality rights.**
* **Demonstrate a positive and committed attitude.**
* **Support a culture of continuous improvement.**
* **Show commitment to personal and team development.**

**Skills:*** **Proven ability to work under pressure to tight timelines.**
* **Excellent attention to detail and the ability to work with complex technical information.**
* **Proficient in using specifications management software and Microsoft Office Suite.**
* **Strong organizational, analytical, and problem-solving skills.**
* **Effective communication and interpersonal skills, with the ability to collaborate with cross-functional teams.**
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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary Responsibility - **NO** | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etcPlease put description and numbers |  |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | **The position can be remote based within the UK with occasional travel to our Fakenham site.****Role is also group based so may need to travel to any of the other Hain sites / customer head offices as per the business needs.** |

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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size (if none put 0) | 4 |
| Group specifications technologists |
| Reports to (Job Title) | Group Specifications Manager |
| **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |

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| SECTION 8 - SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name | Karolina Iskra-Domanska |
| Date |  | Date | 02/02/2024 |