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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, etc  Please 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 |