



Job title
Effective date

Outline Job Description	
	Material Technologist
	Sept 2022

Main purpose of the role:

<ul style="list-style-type: none"> ○ To be a technical expert in raw materials, overseeing the validation of all new raw materials. ○ To support the Supplier Assurance Manager and Site Technical Leads with raw material and packaging specifications. ○ To request and maintain supplier compliance documentation.
<ul style="list-style-type: none"> ○ To provide support to Group and Site based Technical Teams ○ To assist with raw material non-conformances and troubleshooting investigations, ensuring root causes are identified and sustainable preventative actions are implemented to remove the risk of reoccurrence. ○ To ensure the accurate creation and maintenance of all packaging bills of materials for the European group. ○ To be a technical expert in packaging, overseeing the validation of all new packaging ensuring it is sufficiently specified to ensure successful implementation. ○ To be the lead for all packaging non-conformance and troubleshooting investigations, ensuring root causes are identified and sustainable preventative actions are implemented to remove the risk of reoccurrence. ○ To support the group innovation pipeline from a packaging perspective, ensuring new and innovative packaging is sourced and validated in line with the agreed critical paths.

Main accountabilities:

1	Creation and maintenance of all packaging bill of materials and specifications for the European group. To assist with the creation and maintenance of all raw material specifications for the European group.
2	Working cross-functionally to identify and lead from a technical perspective, continuous improvement projects in relation to packaging. To communicate learnings from such projects amongst the other European sites.
3	To identify and implement cost reduction opportunities whilst maintaining effective packaging solutions.
4	Support the packaging supplier approval and monitoring process from a technical perspective via the maintenance of performance KPIs, a risk-based supplier auditing system and creation of Baxters brand standards with regards to packaging compliance.
5	Work closely with packaging suppliers and by being a Baxters technical point of contact to reduce the number of packaging non-conformances.
6	To provide technical support and assistance to Operations.
7	Support packaging NPD and qualification, including the development of trial protocols and subsequent testing procedures to prove solutions are fit for purpose, attendance at all trials which involve new or amendments to existing packaging.
8	Ensure supplier and item approval process is fully adhered to and be the technical point of contact for all amendments.
9	To advise business on legislative and regulatory requirements pertaining to packaging of the finished product, working collaboratively with the Group Technical function to identify specific packaging requirements as detailed in Certification and Retailer Codes of Practise and ensure compliance across the group.
10	Provide all technical data to customers and 3 rd parties in relation to the packaging specifications and compliance of them.

11	Provide technical support to the commercial, marketing, and technical teams. Support and attend customer and any 3 rd party-initiated meetings and project update sessions as requested.
12	Carry out other duties as requested by senior members of the Baxters organisation in their absence.
13	Update and maintain accurate records using the appropriate business systems, applications, and databases ensuring quality assurance and technical admin systems are always audit ready.
14	Screening supplier technical specification submissions and specification completion when the need arises and supporting specification administration activities.
15	Review and ensure the maintenance of the raw material, packaging and supplier (including services) information and supporting documentation.
16	Ensuring the availability of raw material and packaging specifications to the Intake Teams / Technical teams across the European sites.
17	Undertake any other duties as required.



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Key Characteristics:

List which key characteristics the post holder requires for this position.

- Effective prioritisation.
- Good Organisational skills.
- A goal orientated, problem solving mindset.

Qualifications and training required

- Ideally the candidate should be degree (or equivalent) qualified, ideally in a Packaging or related Food / Scientific field.

Previous experience required

- A minimum of 3 years Material Technology experience, dealing with issues in a food manufacturing environment.
- Proven track record of successfully working with packaging/raw materials from a technical viewpoint.
- Knowledge of printing processes, artwork and packaging materials.
- Good level of project management skill.

Personal Qualities/ Behaviours –

- Excellent communication and influencing skills at all levels within the business.

- Close attention to detail and accuracy of work.
- Good Interpersonal skills and professional team approach.
- Excellent written and oral communication skills.
- Computer literate.
- Driven and embraces change.

Job Holder

Line Manager