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| **JOB DETAILS** | |
| **Job Title:** | **Specification Technologist** |
| **Function: Department** | **Technical** |
| **Location:** | **Milton Keynes / Hybrid** |
| **Reporting to: Reporting To** | **Food Regulatory Manager** |
| **Effective Date: irectReports** |  |
| **Financial Scope/Operating Budget/Revenue (P&L) (If Applicable)** |  |
| **Old DPG Grade/New DPG Band:** | **F** |

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| JOB PURPOSE & RESPONSIBILITIES |
| **Job Purpose:**  The purpose of the role is to take responsibility for managing product specifications for all supplied ingredients, pizza toppings and menu items. Liaising with suppliers and internal teams to ensure compliance with regulatory and quality standards. Management of specifications database. |
| **Key Responsibilities/Job Tasks:**   * Liaise with suppliers to create and approve detailed product specifications for new products, update and maintain for existing products, to ensure alignment with regulatory requirements, customer expectations, and internal policies and standards. * Manage internal specification databases to ensure all information is accurate, current, and accessible to relevant stakeholders. Ensuring DPG has sufficient supply chain visibility across suppliers and ingredient supply. * Working with the regulatory manager, supplier assurance and innovation teams, validate product labels to ensure they accurately reflect specifications and comply with labelling regulations and legal requirements. * Review and update product specifications regularly to reflect any changes in ingredients, processes, or regulations. * Support internal and external audits by ensuring product specifications and documentation are audit-ready and compliant. * Address discrepancies or non-conformance issues in product specifications and implement corrective actions. * Provide technical support and guidance to internal teams regarding specification-related queries. * Stay updated with the latest industry trends, regulations, and best practices related to food specifications. |

zThe following sections consist mainly of a series of questions related to specific skills/job requirements. You should focus on the role rather than the individual when considering the most appropriate answer and should base the response on what you consider to be the normal features of the job which are typical of the job and its usual working conditions over the year.

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| **SKILLS & JOB REQUIREMENTS (Please complete where applicable)** |
| **Strategic Responsibility**  Please provide details of the level of responsibility the role has for setting strategy: (Please indicate if a role has accountability for setting or inputting into a specific strategy e.g., a Functional Strategy, please confirm if it is Significant)  This role will be expected to support the delivery of the overall technical and supplier objectives and strategy |
| **Business Knowledge**  Please provide details of how much business knowledge the role requires as a minimum requirement i.e. how much internal knowledge of the business is required, and how much if any external commercial awareness is required? Which teams does the role work closely with?  This role will work closely with innovation, procurement and inventory and they need awareness of how the business develops and launches new products as well as managing existing product data. They should be aware of how the wider industry is managing horizon scanning and future ingredient issues. |
| **Problem solving**  Please provide details of how the role resolves problems/issues on a daily basis: e.g. Does the role use straightforward common sense? Does the role make straight forward judgements and is guided by precedents? Does the role evaluate multiple sources of information in complex or novel situations? Does the role use other skills for problem solving? Does the role require advanced analytical thinking to develop innovative solutions to problems?  The role holder will be expected to apply basic common sense to problem solving and will be involved in root cause analysis of issues with the wider teams. They will be expected to evaluate multiple sources of information to make judgment calls on whether ingredients and products meet DPG policy requirements |
| **Decision making**  What level of **decision making** is required of the role and on what decisions does it impact? E.g., there is little requirement for decision making in the role, or role makes decisions within defined procedures, or r, or role makes decisions within broad business guidelines where there are few or no policies available.  There will be a small element of independent decision making but all of the appropriate tools to support this will be provided and they will be given support from the supplier assurance managers and regulatory manager |
| **Communication**  Please outline the type of communication skills required: e.g., is basic common courtesy required, or regular exchange of factual information, or are influencing or negotiation skills required as an essential requirement of the role?  They may on occasion be expected to translate technical information to those who are not technical and therefore should be able to explain fully |
| **Innovation**  To what extent does the role contribute to and manage change, e.g., suggest improvements to products/processes or contributes useful ideas or regularly recommends improvements on existing procedures and quality within own area, or develops/adapts new existing processes for increased quality/efficiency or continuously searches for improvements in techniques which add value to the business and has full responsibility and accountability for implementing these.  This role does not influence change management but they will be required to implement changes to systems, etc when agreed by the wider team |

Please summarise the levels of minimum education, knowledge, skills and experience this position requires (e.g., if you would be recruiting to fill this position, what aspects of background or knowledge would you expect a successful job applicant to have?)

Note: This may differ from the current job holder’s own skills and experience

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| JOB SPECIFICATION | |
| 1. Professional Qualification(s) | Bachelor’s degree in food science, food technology, or a related field.  Minimum of 2 years of experience in a similar role within the food industry.  Level 2 HACCP certification is desirable |
| 1. Knowledge | Strong knowledge of food composition, basic nutrition, and allergen management.  Familiarity with food safety standards, regulations, and HACCP principles.  Proficient in using specification management software and other relevant tools |
| 1. Skills/Ability | Proficient in using specification management software and other relevant tools  Strong communication and interpersonal skills and excellent attention to detail  Highly self-motivated and capable of working with minimal direction.  Able to work collaboratively across all areas of the business building good internal and external relationships.  Ability to work in a fast-paced and dynamic environment. |