

Argyle Prestige Meats

Position Description

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| **Position Title** | Innovations, Research and Development Manager |
| **Location** | Bomaderry |
| **Reports to** | General Manager – Customer and Demand |
| **Subordinates** | Nil |
| **Division/Department** | Innovations |

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|  | Type of position | Hours /week 38 hrs/ week |
| 🗹 New Position | 🗹 Full-time | Start Time : 7:00 |
| 🞏 Replacement | 🞏 Part-time | End Time : 15:30 |
|  | 🞏 Contractor |  |

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| **POSITION DESCRIPTION** |
| This role drives the development process of new products from concept through to commercialisation. The Innovations, R&D Managers co-ordinates the running of production trials to test the transition of concepts into full scale production, as well as ensuring that packaging is compliant with industry regulations.  The role regularly liaises with external ingredient and packaging suppliers to ensure the most up to date innovative concepts are presented to the business. |

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| **RESPONSIBILITIES** |
| * Management and design of new products, specific to client and customer demand * Test and evaluate new and existing products, including finished goods, ingredients and packaging * Lead R&D trials and analyse the results * Drive the new product life cycle management from concept through to commercialisation using agreed stage gate process * Liaise with external ingredient and packaging suppliers to ensure the correct procurement for trials and launches * Prepare paperwork for sample submissions to customers * Undertake VITAL allergen calculations * Research ingredient functionality and applications * Organise laboratory samples for shelf life and nutritional testing * Work as part of a multi-functional team on process design layout for new products * Core member of the HACCP team * Keep abreast of worldwide consumer and ingredient foods trends * Proactively identify process improvement and ingredient enhancements. * Lead, mentor and provide ongoing development to the R&D and QA departments. * Manage direct and indirect teams of Technologists and Technicians. * System development, including Innova, OMS * Supply chain system creation * Costing model * Packaging cost savings * Operational cost savings |

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| **KEY PERFORMANCE INDICATORS** |
| * Number of new products launched * Number of re-launch products * Sales volume KG (New products) * Sales revenue $ NPD value ($) * NPD as % of Total Sales $ * Number of open projects |

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| **QUALIFICATIONS** |
| * A passion for food and the ability to maintain consistent, quality products * Tertiary qualifications in Food Science or a related discipline * Minimum 3 years’ experience in a similar role/FMCG environment * Excellent communication skills, verbal and written * Curiosity for food and new product development * Understanding of HACCP * Strong attention to detail and organisational skills * The ability to work under pressure where no two days are the same |

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|  | **Sign** | **Date** |
| Employee signature |  |  |
| Manager signature |  |  |