

Job Title	New Product Development Manager
Department	New Product Development
Job Holder	
Sig.:	
Reports to:	
Sig.:	
Date:	

MAIN PURPOSE

Manage key new product development and product improvement projects from concept to launch, thereby contributing to the future growth and success of the company.

PRINCIPAL RESPONSIBILITIES – Overall aim of achieving 100% of targets set.

Responsibilities should be Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T.)

Responsible for new product development from concept to launch and improvement projects and initiatives:

- Manage a team of technologists, allocating time and resources to specific NPD projects.
- Develop and maintain a close working, professional relationship with our internal, external customers and suppliers.
- Directly work with the customers, both external and internal, to ensure that there is a clear written development brief for new product development projects; agree timescales for completion and be responsible for completing all technical requirements in the critical paths and the NPD gate process.
- Present products and technical data to our customers, external and internal, in a knowledgeable, accurate, and professional manner.
- Timely completion and status reporting of development briefs to customers, external and internal, within the development process gates.
- Ensure that all new products and packaging meet commercial, technical and legislation requirements.
- Organise and lead production trials for products being developed and document the outcome of such trials, distribute reports to the necessary areas.
- Engage the Operations team in the process of assessing any potential process issues, risks to food safety and legality at start of the development stage, ensuring all HACCP requirements are met and completing a signed hand over after final production trials or first production.
- Provide the necessary information to Technical to complete product manuals for all new products prior to commercial launch.

Take responsibility for a number of strategic areas:

- Represent the Development function in internal meetings and external customer facing meetings when required.
- Ensure that all projects are fully documented.
- Recruit, train and develop staff to ensure efficient achievement of company targets.
- Keep abreast of technical and legal developments relevant to our product portfolio.
- Keep up to date with the market trends and new developments within the category.
- Stimulate creativity within area of responsibility to ensure generation of new ideas capable of commercial exploitation.
- Identify existing or potential problem areas in operations affecting quality or cost. Investigate alternatives and implement solutions while still maintaining specification compliance.

QUALIFICATIONS

- Degree in a Science/Food Science discipline, coupled with a comprehensive technical understanding of food products, packaging and processes.
- Ideally at least 5 years' experience in the food industry in NPD, Process Engineering or Technical FMCG environment with a track record of product launches.
- Fully computer literate

PERSONAL QUALITIES

- A creative and imaginative outlook with the capacity to work successfully with staff at all levels.
- Determined, proactive and 'self-starter' instinct.
- Constant drive, enthusiasm and self motivation with ability to motivate others.
- Committed, disciplined and well organized.
- Accurate and timely reporting skills.
- Able to communicate effectively with people at all levels of the business.
- Ability to work under pressure.
- Ability to present to external customers in a professional manner

In the absence of the job holder, their responsibilities transfer to other members of the Development team, as directed by the head of the department.