

JOB DESCRIPTION

SECTION 1 – IDENTIFYING INFORMATION

Job Title	Packaging Manager	Department	NPD
Business Unit		Site	
Date		Approved by (manager)	

SECTION 2 – JOB SUMMARY

- In line with business strategy, develop and introduce new packaging solutions that satisfy the consumer, customer and Hain Daniels.
- Work closely with the cross-functional teams in order to effectively deliver new, fit for use packaging solutions to the business.
- To support the Product Development and Process Managers through out the launch procedure

SECTION 3 – KEY ACCOUNTIBILITIES

	% OF TIME
<p>Packaging Development</p> <ul style="list-style-type: none"> • Awareness of new briefs and critical path requirements. • Assist with internal feasibility assessment • Provide packaging solutions for new products, range re-launches and range extensions • Generate and manage the packaging critical path in conjunction with the NPD Development and Process Managers. • Be involved in the appropriate phases 1-7 of the NPD process to ensure the correct management of the packaging process as the product moves from Concept to Launch. • Provision of all information in order for concept team to finalise product costings. • Direct, participate in and drive packaging trials on production lines. • Liaise with the Process team on post trial tasks, e.g. re-heat instructions, organoleptics, freeze suitability, QAS • Work with the Process team on pre-production runs, ensuring customer approval of packaging. • Where appropriate conduct alternative supplier evaluation trials • Follow risk management procedures • Review of transit trials with the process team • Basic packaging specification management, including checking the quality of information • Ensure that all packaging for new products meets with customer and business expectations whilst adhering to legislative, quality, safety and environmental standards. • Ensure all packaging for new products achieves manufacturing performance by providing cost effective solutions. • Raise and manage key lines and cutter guides for each new line • Management of packaging samples through out the process, ensuring blanks are available for product trials and printed packaging is available for pre production. • Sign off of artwork with the site team • Attendance at packaging print runs 	60
<p>Innovation</p> <ul style="list-style-type: none"> • Strongly influence and shape the customer’s perception of the company as a forward thinking innovator with regards to packaging. • Proactively investigate innovative and new packaging solutions for new and existing product lines. • Take the lead in developing and promoting new packaging innovation • Identify and visit new potential suppliers that can help us achieve our goals of excellence in packaging innovation. • Management of the site packaging library with the procurement team 	20

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<p>Continuous Improvement/Lean Manufacturing – Existing Product Development</p> <ul style="list-style-type: none"> • Manage and develop cost saving initiatives in conjunction with the procurement team, • Work with the procurement team on the rationalisation of materials. • Trouble shooting existing products implementing corrective actions plans. • Identify and recommend changes to systems and processes as appropriate. • Gain approval for the use of new packaging solutions 	10
<p>Other</p> <ul style="list-style-type: none"> • Be involved in the Company HACCP food safety system • Ensure that all documentation and procedures comply to BRC requirements and ready for BRC annual audits. • Support to cross-functional project teams on all packaging related issues • Establish and manage supplier relationships. • Work with the site team to facilitate resolutions to any inbound packaging defects or issues. • Play an active role in the commissioning of new equipment by attending trials and ensuring that trial findings/results are reported, identifying outstanding actions and next steps. 	10

SECTION 4 – EDUCATION & EXPERIENCE	
<p>Education Level (i.e. Degree, Prof. Quals., etc)</p>	<ul style="list-style-type: none"> • Degree level qualification in a technical discipline is preferable • Food Hygiene Certificate essential (can be obtained) • HACCP trained desirable • Accredited to LOP
<p>Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc)</p>	<ul style="list-style-type: none"> • Significant experience of packaging technology procedures and practices in FMCG including food manufacturing. • Experience in providing effective packaging solutions across a range of packaging substrates • Experience and knowledge of artwork and reprographic procedures • Experience of high speed packing machines • Experience in effective supplier relationship management • Retailer experience
<p>Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc)</p>	<ul style="list-style-type: none"> • Full driving licence • Confident and motivated • Results oriented • An ability to inspire with creative flair and determination. • Familiarity with and a desire to work in a cross functional team environment • The ability to manage multiple work streams to agreed deadlines • Able to work under pressure • A talent for understanding and applying technical processes. • Analytical/problem solving skills • Effective communication & team briefing skills • Good time-management and organisational skills with a clear ability to delegate & prioritize • Strong influencing and inter-personal skills • Excellent numeric & literacy skills to enable full provision & interpretation of information • Attention to detail demonstrated in excellent record-keeping / report-writing • Ability to use own initiative, thinking and planning ahead • IT literate • Potential to grow - be prepared to continue with any formal training as required to develop own level of understanding and expertise • Willingness to: <ul style="list-style-type: none"> ○ Visit & work at different factories across the Group, staying away

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	<p style="text-align: center;">overnight when required</p> <ul style="list-style-type: none"> ○ Work flexible / longer hours when required <p>The post holder is also expected to demonstrate the following in order to fulfill the position:</p> <ul style="list-style-type: none"> ● Adherence to the Company Equal Opportunities, Health & Safety and Financial Policies ● Ensure high quality standards and hygiene are maintained ● Respect individual and Company confidentiality rights ● Support a culture of continuous improvement ● Commitment to personal and team development
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SECTION 5 – DIMENSIONS & SCOPE

Packaging Development	<ul style="list-style-type: none"> ● Day to day management of effective procedures to deliver fit for purpose packaging solutions to the business and our customers.
Innovation	<ul style="list-style-type: none"> ● Be committed to shaping the customer’s image of Hain Daniels as a forward thinking packaging innovator.
Continuous Improvement/Lean Manufacturing	<ul style="list-style-type: none"> ● Work on projects to improve factory efficiency, product quality, unit cost, etc. Ensure these projects support the overall business and customer objectives.
Other key dimensions (.e.g. sales, products, skus, reports, invoices, etc) Please put description and numbers	<ul style="list-style-type: none"> ● Completion / provision of information for monthly reports ● Completion of Product trackers for artwork and specifications generation ● Supplier relationship management

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)	<ul style="list-style-type: none"> ● Office and factory based with work in a chilled environment ● Working in the NPD kitchen ● Handling of food ● Travel will be required to other sites / suppliers / customers
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SECTION 7 – POSITION IN ORGANISATION

Peer Positions (list below)	Team Size (if none put 0)	0
Product Development Manager		
Process Manager	Reports to (Job Title)	NPD Controller
Technical Manager		
Factory Manager		

SECTION 8 - SIGNATORIES

Job Holder Signature		Manager Signature	
Name		Name	
Date		Date	