

Title:

Technical Officer – Nutritionals

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To support Nutritionals R&D in the planning and execution of pilot and lab scale trials. The trials will encompass projects within new product development, existing product improvement, and product/ food applications assessments.

Reporting Relationships:

Reports to:

Principal Technologist - Nutritionals

Direct Reports:

Nil

Key Relationships:

Senior Technologists and Technologists
R&D Manager
Quality advisors
Laboratory staff
Production staff
Engineering services staff
Marketing Coordinators
Supply Chain and Warehouse staff
Equipment suppliers

Authorities & Financial Responsibilities:

1. Can raise lab service requests and purchase orders for approval by the appropriate signatory.

Key Result Areas (KRAs):

KRAs:	Description:
Development Program	Supports Nutritionals technologists by performing pilot and lab scale trials for new product development and applications, as well as assisting in the design and planning of experiments.
Product improvement	Supports Nutritionals technologists by performing pilot and lab scale trials to improve existing products, as well as assisting in the design and planning of experiments.
Product development	Support development of products fit for intended purpose.
Collaborative work	Co-operate with Technologists, Production, Engineers, and Quality staff to provide appropriate support for R&D projects.
Technical Advice	Assist in the feasibility of proposed new products.

Position Description **Technical Officer – Nutritionals**

	<p>Provide advice for problem solving key issues with products and processes.</p> <p>Identifies opportunities to improve SOPs and works with Quality Advisor to implement.</p>
Leadership	<p>Contribute to future planning of Tatua's R&D assets, maintenance, and quality/product development processes.</p> <p>Training new staff on the operation of key equipment.</p>
Communication	<p>Communicate with other departments to ensure lab and pilot trials are executed in a timely and efficient manner.</p> <p>Communicate within R&D to co-ordinate efficient utilisation of shared equipment.</p>
Equipment, maintenance and improvement	<p>Completes equipment CIPs in the pilot plant.</p> <p>Communicate opportunities for equipment improvement, maintenance and address H&S issues to ensure a safe environment</p> <p>Coordinate equipment repair for preventative and reactive maintenance.</p>
Facilities	Ensures general tidiness is up to speed in the lab/pilot plant area

General:

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly

Key Skills:

- Planning and time management
- Problem solving
- Good communication skills.
- Comfortable with hands on experimental work
- Mechanical aptitude for pilot scale equipment
- Good lab practice

Knowledge:

- Food processing experience is valuable
- Working in a laboratory or pilot plant environment is preferred but not required
- Spreadsheet and word processor

Experience Required:

- 0-2 years industry experience in a food manufacturing or lab environment.
- Physically capable to work with pilot scale food processing equipment

Essential Qualifications Required:

- Industry experience is preferred but not required

Desirable Qualifications:

- Diploma in Technology/Dairy/Food Science/Science, BSc / BSc (Tech) / Btech / MSc / MSc (Tech) / Mtech

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

This Position Description is a working document subject to review and change as required by Management

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Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
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