Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

Job Title: New Product Development (NPD) Technologist

Unit/School: ZERO2FIVE Food Industry Centre/Cardiff School of Health Sciences

Grade: **6A/B**

HERA: **CSHS40-2**

Core purpose of role

Responsibility for the delivery of new product development and innovation support to the food manufacturing sector in Wales via Welsh Government funded projects and the UK Food Industry via the Food Industry Centre mechanisms. The role provides the opportunity to transfer knowledge to FIC technical team, food manufacturers and stakeholders.

Key responsibilities and contributions

1. Deliver new product development (NPD) and innovation best practices to food manufacturing businesses through technical support and knowledge transfer.

2. Identify shortfalls in NPD processes through gap analyses and audits, and recommend corrective actions to support continuous improvement.

3. Mentor and manage Knowledge Transfer Placements to meet technical objectives and contribute to programme outputs.

4. Coordinate technical meetings and monthly NPD reports, communicating insights to senior management for continuous improvement.

5. Implement structured NPD project delivery from enquiry through to closure, under guidance from the NPD Manager.

6. Guide SMEs in adopting 'best in class' NPD systems and technical compliance standards.

7. Contribute to product development, validation, and manufacture for SMEs and retail customers, ensuring legal and quality compliance.

8. Coordinate and support NPD trials on client and FIC premises while ensuring health, safety, and food safety compliance.

9. Write, review, and update NPD-related procedures and documentation aligned with second and third-party standards (e.g., BRC, SALSA).

10. Conduct product evaluations including sensory analysis, nutritional analysis, shelf-life testing, and benchmarking.

11. Represent the FIC at events, product presentations, and conferences, supporting business development and dissemination activities.

12. Deliver training and mentoring to upskill staff and industry partners and contribute to recruitment and performance evaluations of placements.

Person specification
Essential qualifications / Professional memberships

1. Degree in a relevant science discipline (e.g. Food Science or Food Technology) or equivalent.

2. Level 3 HACCP and Level 3 Food Safety in Manufacturing qualifications or equivalent experience.

Essential experience, knowledge and skills

1. Experience in technical or NPD roles in at least two product categories in food manufacturing for the retail sector.

2. Working knowledge of current food legislation and HACCP implementation.

3. Understanding of NPD processes including specification writing, sensory analysis, and GMP standards.

4. Experience with product analysis methods and use of nutrition/labelling software.

5. Effective team player with strong interpersonal and communication skills across different levels of an organisation.

6. Proficient in MS Office and web-based systems, including spreadsheets and databases.

7. Skilled in data analysis, problem-solving, and report writing in a food processing context.

8. Ability to manage time effectively, work to deadlines, and adapt under pressure.

9. Willingness to travel to client sites regularly and participate in national/international conferences and events.

10. Commitment to confidentiality, CPD, equal opportunities, and collaborative working.

Desirable

1. Train the Trainer qualification, sensory qualification, or NPD certification.

2. Experience with analytical techniques, HACCP plan validation, and BRC/SALSA standards.

3. Track record of managing NPD projects from initiation to completion in multiple product categories.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: Welsh language skills levels. If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.

Food Industry Centre
Cardiff Metropolitan University

ZERO2FIVE

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