**Role Description & Personal Profile**

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| **Role** | |
| **Job Title:** | Technical Administrator |
| **Division:** | ABNeo (UK) |
| **Department:** | Technical |
| **Location:** | Melmerby |
| **Role Type:**  Permanent, FTC etc | Permanent |
| **Team Structure:**  Reports to, Direct & Indirect Reports | Reports to: Technical Manager  No Direct Reports |

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| **Description** | |
| **Impact Statement:**  The contribution of the role to achieving the overall business objective. Span of impact.  Main purpose, focus of the role. | An exciting opportunity to join AB Neo and support a growing AB Neo technical team ensuring scientifically developed products deliver excellent.  The role is responsible for the administration of all UK animal feed set ups as well as providing administrative support to the UK technical team. |
| **Feed Safety** | Understand the impact of processes and actions on Feed Safety.  Effectively use SOPs to ensure consistency and quality. |
| **Key Responsibilities:**  The key objectives and accountabilities of the role. (5 to 10 areas) | * Ensuring the day-to-day set up of new finished animal feed products and associated additive combinations/pack size using an ERP system. * Ensuring the correct information is always available for product set ups, by liaising with the commercial and technical teams. * Ensuring accuracy of data input in a fast-paced environment so that customer requirements and delivery dates are hit and manufacturing is optimised. * Supporting the technical team on implementation of mass formulation change activities, raw material runouts and conversions, rework and reviews following the latest nutrient matrix update, etc. * Additional ad-hoc duties relating to the technical team such as data entry and labelling support, as well as supporting the Carbon Footprint project. * Support continuous technical improvement and implementation of core business and technical projects such as creating new and updating current SOPs to reflect changes in processes or regulations. |
| **KPI’s** | * Continuation of the day-to-day functioning of the mill by managing product set-ups and ensuring timely implementation of technical changes. |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required etc | * AB Neo Technical team * AB Neo Production, Quality, Procurement and Commercial teams * AB Agri Master data team |
| **Scope**  Depth, Breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility | You will be working within a fast paced, dynamic team processing UK product set ups. You will be working with a variety of key stakeholders and so it will be vital to build effective working relationships. Prioritisation and multi-tasking will be key in organising your day-to-day workload. |

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| **Person Specification** |  | **Essential / Desirable** |
| **Knowledge:**  Consider number of years’ experience, any formal qualifications genuinely necessary or any key areas of knowledge. | * Science background at minimum A level or significant relevant experience in Agribusiness. * Experience of working for an animal feed business in a similar support role * Understanding of manufacturing production, nutrition and/or agriculture. * Experience of working in a high-volume environment * Experience with Microsoft office, particularly Excel and Word. * Experience with ERP systems * Comfortable with working with numbers and understanding the importance of correct data entry – this role will include data entry onto a number of systems where product codes can be similar. | E  D  D  E  E  D  E |
| **Key Behaviours:**  Consider which of our guiding principles are particularly relevant and also any role specific behaviours | * Ability to work efficiently in an environment where attention to detail is paramount. * Ability to manage multiple requests and prioritise appropriately. * Strong communicator, able to work well with a variety of stakeholders. * Ability to question what you are doing and look for opportunities for improvement. * Self-motivated, pro-active attitude. * Organised | E    E  E  E  E  E |
| **Other factors:**  Travel, Shift Working, HGV Licence etc | The role will be office-based with the option to work from home 1-2 days per week. |  |
| **Date Agreed:** |  | |
| **Authorised by:** |  | |