

**Portsmouth Business School**

**Strategy, Enterprise and Innovation**

**Strategy, Enterprise and Innovation in collaboration with Bounce Foods Limited, Guildford**

**Project Manager (Packaging Innovation in Food Manufacturer) - KNOWLEDGE TRANSFER PARTNERSHIP (KTP) ASSOCIATE**

**ZZ004027**

**Information for Candidates**

# THE POST

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed term for 24 months**

Salary of £26,000per annum plus a £4,000 training budget, paid into a bank or building society monthly in arrears.

Although an employee of the University of Portsmouth’s, you will be working at Bounce Foods Limited, Guildford.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | KTP Associate |
| **Grade:** | Spot Salary |
| **Faculty/Centre:** | Portsmouth Business School |
| **Department/Service:****Location:** | Strategy and Enterprise Innovation Subject Group |
| **Position Reference No:** | ZZ004027 |
| **Cost Centre:** | 11110 |
| **Responsible to:** | *Dr Chris Simms* |
| **Responsible for:** | *N/A* |
| **Effective date of job description:** | May 2017 |

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| **Purpose of Job**: |
| This 2 years post is to facilitate, lead and manage a project to implement a Knowledge Transfer Partnership (KTP) programme at Bounce Foods Limited. A KTP Programme is a three-way collaboration between an Associate, a Company and a University. The Associate undertakes and manages a strategic research and development project for the company, while being supported by Academic and Industry supervisors. The programme is co-funded by government grant and the company. The objective of this KTP is to:Develop industry leading packaging that will be smarter, multifunctional, & sustainable, with integrated market intelligence capture and display, suitable for the transportation of Bounce Foods’ products, enabling product diversification. |

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| **Key Responsibilities:**  |
| * Development and integrate a new packaging development process into Bounce NPD process
* New packaging format development, with associated decisions on materials, material combinations, sealing, & closures, ensuring the creation of a lifecycle analysis process that ensures the adoption of circular economic thinking
* Working with packaging supply chain partners & developing a formal evaluation/benchmarking process for their technologies
* Developing capability for new packaging development and innovation in a company that currently lacks this capability in the UK and other markets
* Leading a technical project bringing about changes to Bounce’s commercial practices, capabilities and cost engineering
* Investigate new packaging technologies applicable to Bounce’s current and future products with a view to innovate in packaging and differentiate Bounce’s products in the market through the implementation of smarter packaging
* Development and testing of existing and alternative packaging technologies for new product ranges
* Facilitate the embedding of knowledge from the project within the company through active communication and workshops.
* Implementation of a packaging evaluation system, based on current and future needs
* Communicate the results and successes of the project both within the company and externally (including academic papers). Finalise project documentation portfolio, and present the results of the project to key stakeholders.
* Lead, facilitate and manage the project including: liaising with stakeholders, planning and implementation (including some UK travel), and production/maintenance of project documentation.
* Carry out other duties as may be reasonably required by the key members of the project.
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| **Working Relationships** |
| The KTP Associate will be employed by the University of Portsmouth (UoP), as a member of the Strategy and Enterprise Innovation Subject Group in the Portsmouth Business School.The project work will be based at the company, Bounce Foods Limited, Guildford, who will be working closely with a knowledge transfer team from the Portsmouth Business School (PBS).The KTP Associate will work closely with the academic team and Bounce Foods Limited throughout the project. Key contacts will be:Prof Paul Trott – Lead Academic (UoP)Dr. Chris Simms – Main academic supervisor (UoP)Dr. Hom Dhakal – Academic support in material development (UoP)Gary Smith – COO (Bounce)Mark Tanous – CEO (Bounce)Debbie Epstein – Marketing and Sales Director (Bounce)Anne Hartnell – Knowledge Transfer Adviser (InnovateUK)The project will be overseen by a Local Management Committee, which will include the Academic team and the Industrial team. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge or experience of packaging development management techniques and processes | E | AF, S, P |
|  | Knowledge or experience of product development &/or food/packaging manufacturing, techniques and processes.  | E | AF, S, P |
|  | Knowledge of methods and analytical tools for project management.  | E | AF, S, P |
|  | Previous experience in either a management, supervisory or problem solving role in a business environment. | D | AF, S |
|  | Experience of working in a business-to-business environment in an organisation (related to either a product/service or process). | D | AF, S |
|  | Supply Chain Management or purchasing experience  | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to interact with people at all levels, both inside and outside the organisation, building effective working relationships to facilitate the work of the KTP. | E | AF, S, P |
|  | Good communication skills both verbal and written, including the ability to deliver presentations. | E | AF, S, P |
|  | Ability to work effectively as part of a team. | E | AF, S |
|  | Good problem solving skills. | E | AF, S |
|  | Good time management skills with ability to manage own workload and meet tight deadlines. | E | AF, S, P |
|  | Project management and coordination skills, including time management.  | D | AF, S |
|  | Communication and leadership skills and abilities. | D | AF, S |
|  | Able to deliver training to share good practice with other company members as required. | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Post Graduate (Master or above) degree in an appropriate discipline: packaging, industrial design, NPD, innovation, or related area.  | E | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to personal development and continuous professional development (CPD). | E | AF, S |
|  | Confidence and self-motivation. | E | AF, S |
|  | Task orientated with a strong focus on delivering results. | E | AF, S |
|  | Full UK Driving Licence. | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.**  |
| 1. International travel/Fieldwork
 | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 | X | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace Stressors  (e.g. workplace demands, role clarification, relationships etc)  |
| 12. Food handling X | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | CHRIS SIMMS |
| **Date** | 23rd May 2017 |
| **Extension number** | 4816 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.