Job Class Profile: Product Development Specialist

Pay Level: CG-35 Point Band: 766-789

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	3	3	4	5	5	3	3	
Points	233	83	19	14	120	108	103	64	32	776

JOB SUMMARY

The Product Development Specialist performs responsible technical research work in product development programs for secondary fish and agrifood products to stimulate the growth and development of a viable and sustainable secondary processing industry.

Key and Periodic Activities

— Assists companies in producing trial runs of new products to supply samples to potential markets.

— Assists clients with all aspects of nutritional formulations by conducting laboratory and in-plant work on recipe development and procedures, preparation techniques, the use of preservatives, product consistency, sweetness, aromas, colours and other nutritionally related characteristics and makes recommendation for improving and expanding the product offering.

— Maintains a sound knowledge and understanding of the important value added market structure in Canada and the United States, the major players, the competitive environment, emerging market opportunities, and consumer trends. Assesses value added product concepts with industry clients including taste testing, product concept testing, product shelf life, and nutritional analysis.

— Assesses the efficiency of processing facilities regarding equipment setup protocols, equipment calibrations, plant payout design, product flow and work station design. Maintains current knowledge of new and existing value added processing technology through literature research and attendance at various product development and technology conferences and disseminates this information to industry on a regular basis. Works with individuals, industry organizations, and other government agencies on technology transfer projects, which lead to industry expansion.

— Makes recommendations on packaging materials and techniques, expiration dates, labeling requirements, and product claims. Develops and maintains a client information database, tracks industry requirements, catalogues product offerings and maintains an up-to-date equipment supplier directory. Responds to requests for information on product development issues and liaises with food scientists, nutritionists, food chemists, and other food professionals throughout Canada.

— Coordinates research and development projects to determine the nutracuetical properties of

Key and Periodic Activities
local wild berry clones and other native plants. Works with industry partners and research scientists to identify product controls, sampling techniques, and research parameters. Organizes, coordinates, and directs the activities of the project technician. — Works with industry clients to formulate nutracuetical based supplements and functional food items, verifies product claims and facilitates the registration of new product items with the Canadian Food Inspection Agency. — Plans and prepares research and development, and technology transfer projects with industry clients and facilitates funding proposals through policy frameworks and government funded programs. Measures project results, prepares reports and presentations to the industry, communicates the implications of the project as related to its impact on industry development and recommends strategies to successfully exploit research findings. — Assesses project development funding proposals under various government programs both within the department and from external government departments and agencies. Makes recommendations and provides comments/suggestions regarding the application. — Represents the department at industry/government meetings or committees to address development issues relating to small-medium sized processing plants. Organizes and sets up pavilions at national and international trade shows and consults with processors on how to prepare for these shows.

SKILL

Knowledge
General and Specific Knowledge: — Agrifood and fishery industries and product development strategies for these industries. **Formal Education and/or Certification(s):** — Minimum: Undergraduate degree in a related field (i.e. Food Chemistry/Science, Fisheries Technology) **Years of Experience:** — Minimum: 3-5 years **Competencies:** — Coordinate projects — Conduct market research — Computer skills — Laboratory techniques
Interpersonal Skills
— A range of interpersonal skills are used including listening to information from other people, asking questions to obtain information, providing routine and complex information to others, communicating complex information and direction to others, instructing/training, making formal presentations, gaining cooperation from others to complete work/address issues or problems, and providing expert advice or counselling to others. Examples include: consulting with clients to make recommendations on products, packaging, emerging markets etc.; attending conferences, meetings and committees and planning and preparing research

development.
— Communications occur with employees within the immediate work area, department, and other government departments and outside the organization including supervisor/manager, co-workers and other staff as well as industry representatives/clients and research scientists.
— The most significant contacts are with industry representatives/clients, Departmental and divisional staff and supervisor/manager.

EFFORT

Physical Effort

— The demands of the job do not result in considerable fatigue, requiring periods of rest.
— Occasionally required to lift objects less than 10 lbs. (i.e. various products).
— Work involves sitting to perform computer work on a regular basis.
— Fine finger precision work is required when using a computer.
— Driving is occasionally required.
— Work provides the opportunity to occasionally stand and walk.

Concentration

— **Visual concentration** is required to assess the efficiency of processing facilities regarding equipment setup protocols, equipment calibrations, plant layout design, product flow and work station design and to perform computer research.
— **Auditory concentration or strain** is required to listen to inquiries from clients and general public.
— **Other sensory concentration such as taste and smell** are utilized when testing products for preservatives, product consistency, sweetness, aromas, colours and other nutritionally related characteristics.
— **Higher than normal levels of attentiveness** is required for testing of products, maintaining accurate information in databases and reviewing project development proposals.
— **Time pressures and deadlines** are associated with requests for project development funding.
— **Exact results and precision** are required when conducting laboratory and in-plant work on recipe development and procedures, preparation techniques; assessing project development funding.

Complexity

— Work is performed with general and minimal supervision. Direction is provided based on departmental objectives and independent judgement is exercised to determine the detailed approach necessary to achieve the objectives. Work is reviewed and discussed periodically to determine adherence to government and departmental policies and procedures.
— Tasks range from diverse tasks involving a wide variety of responsiblities and situations, to tasks that are highly technical. Challenges and problems are normally addressed through application of government/departmental policy and procedures.
— Typical challenges or problems relate to the technical research performed to support the growth and development of a secondary processing industry.

— When addressing typical challenges or problems reference can be made to policies and procedures, consultation with co-workers or with the manager/supervisor.

RESPONSIBILITY

Accountability and Decision-Making
— Work tasks are moderately prescribed or controlled. — Work typically involves assessing efficiencies within processing facilities; researching new and emerging technologies and making recommendations to industry based on the research; making recommendations on nutritional formulations and packaging materials; coordinating research and development projects to determine nutracuetical properties; planning and preparing research and development transfer projects with industry clients; assessing product development funding proposals and making recommendations regarding the application.
Impact
— Generally has impact (positive or negative) on the immediate work area and department, within the organization, on clients/industry, processes and systems, information, material resources, finances, facilities, and corporate image. — Tasks and/or errors may have significant impact on clients'/industry in their product development and diversification, research and development projects and applications for funding; technology transfer projects which impact industry expansion, and on registration of new products with the Canadian Food Inspection Agency.
Development and Leadership of Others
— Not responsible for the supervision of staff. — Assumes a lead role in the coordination, planning and preparation of research and development and technology transfer projects with industry client and facilitates funding proposals through the policy framework and government funded programs. Measures project results, prepares reports and presentations for industry and coordinates and directs the activities of the project technician.

WORKING CONDITIONS

Environmental Working Conditions
— Appropriate safety precautions and equipment/clothing may be required when conducting laboratory and in-plant work and analysis. — There is a limited likelihood of minor cuts, bruises, abrasions or minor illnesses. — Occasional exposure to unusual distracting noise in plants/industry locations; computer glare and adverse weather conditions when required to travel.