



**JOB DESCRIPTION**

<b>Job Title:</b> Group Manager Research & Development	<b>Reports to:</b> Research & Development Director
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<b>1.0 Job Purpose</b>
To manage all aspects of the R&D group and take responsibility for all requests from the R&D Director with the aim to maximise our development capability through total awareness, involvement, teamwork, constant improvement and training.



<b>3.0 Core Responsibilities</b>		
	Responsibility	Activity
3.1	Supporting R&D group staff	Support of R&D Manager, Team Leaders, Chemists, Regulatory Officer and Paint Test & Analytical staff in progressing development or improvement of our products. Look to improve the capability of staff by imparting experience and offering guidance on the correct development pathway.
3.2	Recording and reporting of test results	Ensure that the development team complete and retain data for future use and are able to report results effectively to both customers and FGN group members.
3.3	Problem solving	Investigate and solve problems by prompt and timely liaison with relevant personnel.
3.4	Investigation of complaints	Support of resolution of customer problems/complaints.
		Investigation of complaints.
3.5	Maintenance of equipment	Manage through 5S the cleaning, tidying & safety aspects of the facility. Ensure that all equipment used by the R&D group is maintained correctly.
3.6	Supplier interface	Support & build relationships with our supplier base to ensure that we are involved in their new product evaluations.
3.7	Safe Working	Ensure that all equipment and material are used in the safest possible way at all times and that PPE and COSHH guidelines are followed.
3.8	Produce Group Department Statistics	Accurate and timely flow of departmental statistics, to be presented at the monthly Group Management meetings.
3.9	Regular communication to the R&D Director	All aspects of the above should be reported regularly to the R&D Director.

<b>4.0</b>	<b>Job Context</b>
	<p>The Group Manager R&amp;D will be responsible for the methodology and creation of new technology, to complete basic developments requirements, ensuring that the technology meets market demands through liaising with Marketing, Sales and Quality.</p> <p>They will work closely with both the Research &amp; Development Manager and their teams to achieve maximum efficiency and the target goals.</p> <p>Building strong internal relationships with other departments will be a key factor in the day to day role of this position. The Group Manager R&amp;D will manage and report on all aspects of the development teams performance.</p> <p>The Group Manager R&amp;D will align and focus our resource to those areas giving us maximum benefit.</p> <p>The Group Manager R&amp;D will look to increase collaboration and flexibility of staff members by increasing their effectiveness and ability to deal with all technologies. In addition, the Group Manager R&amp;D will be expected to effectively communicate all activities via presentations and reports to the relevant Heads of Departments and the Board.</p> <p>The Group Manager R&amp;D will promote safe working by ensuring that employees and visitors wear and use the correct personal protective equipment where and when laid down by the company and that company health and safety, environmental procedures and reporting guidelines are followed.</p> <p>The Group Manager R&amp;D will have strong management abilities, be confidential, tactful, diplomatic, approachable and able to communicate and develop professional working relationships with colleagues. Attention to detail, organisational skills and maintaining high professional standards are essential.</p>

<b>5.0</b>	<b>Knowledge/Skills/Experience</b>
	<p>The job holder will have excellent Management and Leadership skills.</p> <p>The job holder will have a degree level qualification or equivalent.</p> <p>The job holder will have good knowledge of coating technologies.</p> <p>The job holder will be proficient in MS office including Outlook, Word, PowerPoint and Excel.</p>

**Please note that this list is not exhaustive and you may be required by your Line Manager to take on additional responsibilities/ ad hoc duties as and when required.**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_