



speciality and industrial **enzymes**

# Recruitment Information

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## About Biocatalysts



Biocatalysts is a customised enzyme discovery, development and manufacturing company based in the UK, with a subsidiary in Illinois, USA. We work with our customers, many of which are the top blue chip food companies, to provide unique enzyme solutions that will help them solve process problems, valorise waste, facilitate a biochemical reaction or deliver competitive advantage through using a unique product.

### Our Vision:

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*“We will become and stay the world’s leading speciality Enzyme Company and by the quality and dedication of our people, exceed our customers’ expectations”*

### Our Cultural Values:

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- Accountability
- Learning & development
- Team work
- Results driven
- Customer focused
- Friendly
- Pursues profitability

## Strategic Objectives

The Company is driven forward by its commitment to, and achievement of, 7 key objectives:

- To continuously maintain and improve sales
- To attract, train and develop high potential staff
- To collect and exploit technical and market information for commercial advantage
- Increasing competitive advantage through innovative technical excellence
- Maintain gross margin and control costs
- To maintain World Class Customer Service
- To achieve successful partnerships



# Staff Charter

**Biocatalysts Ltd** is a knowledge-based manufacturing Company. We are an Industrial Biotechnology Company that makes enzymes primarily for the food processing industry. For the Company to continue to grow and prosper, the staff needs to continue to learn and develop. Biocatalysts strives to be a business-excellent Company that gives world-class satisfaction to its customers; is seen to be technically excellent in the world of industrial enzymes; offers a good return to its shareholders and an excellent working environment for its staff.

## Purpose

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This Charter aims to ensure that staff knows fully what is expected of them but also what they can expect from working at Biocatalysts. It is complimented by a very strong culture of the Company. It seeks to promote positive relationships and good employment practice as a necessary part of achieving the Company's mission and goals.

We do not just focus on the present; we are a long-term thinking Company and want to give you something to look forward to. Our destiny is in your hands and we want to actively engage you in creating a bright future.

## Leadership and Management

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You will benefit from effective management and leadership skills and you can expect a high level of responsibility and control over your work as we encourage people to do their job in their own way. Your Managers are encouraged to learn and develop in both Management techniques and the business department that they control. Managers are encouraged to spend at least one day per month learning. You should regularly see the benefits of this learning passed down into the department.

## Learning and Development

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You will be given a comprehensive induction on joining the Company and be encouraged to realise your full potential in your role by learning new skills and technologies. The Company will ensure that you will have the opportunity to participate in Development (by whatever means) relevant to the Company needs.

We will regularly review the provision of time off and support for training and development to ensure that it is appropriate and accessible to all regardless of your working patterns.

A formal review of your own personal development will take place at least once per year. This ensures that your development is fully in line with the Company's needs and that your development continues at a pace you are happy with.

## Performance Assessments

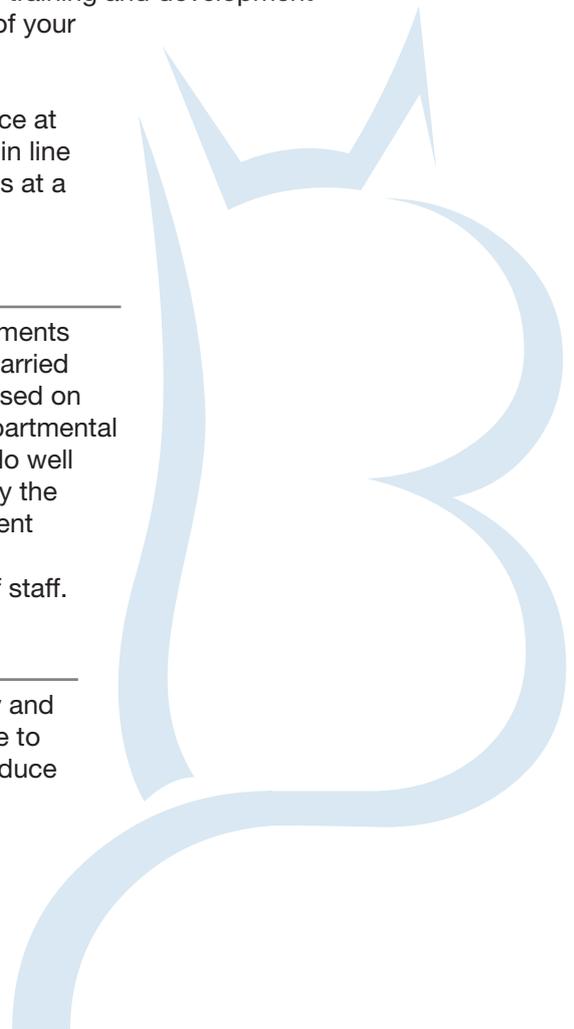
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The Company values the results of regular and frequent assessments of staff performance. Comprehensive formal assessments are carried out twice a year plus a mid-quarter review. Assessments are based on performance in two key areas, namely performance against departmental targets (or your contribution to them) and behaviour. Staff that do well on targets but whose behaviour does not match that required by the Company will never do well overall in the Biocatalysts assessment system. No one wants to work in an environment that is made unpleasant by the inappropriate behaviour of a few members of staff.

## Environment, Health & Safety

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We will maintain our working environment in a healthy, safe way and provide you with excellent facilities and equipment. We continue to protect the environment by taking our commitment further to reduce our waste and energy consumption.



## Standards

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To ensure the Company delivers in all areas, it adopts several business standards. These currently are:

- FSSC22000 Food Safety Management
- ISO 9001 OHS 18001
- EFQM Business Excellence model
- Investors in People – Gold Standard
- HACCP policy has been externally audited to meet requirements (Clause 2) of the BRC standard
- ISO 14001 Environmental

## Communication and Involvement

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We have a strong company strategy and make sure our people knows the company's plan and how their role contributes to our success with regular updates from our Managing Director.

It is important that our communication goes both ways and we use our annual employee survey to measure how our people are feeling and areas where we could do better. We also have our employee focus group, with representatives from every department and meet regularly to put forward ideas for improvement.

We publish our very own Biochat newsletter which is filled with news about what's going on around the company, what improvements we are working on to benefit our customers and updates on what our people are doing in work and at home.

We will encourage feedback from staff on communication and involvement through our employee focus group so that we can find better ways of improving and achieving this goal.

This is an open Company. Most information about the Company is freely available or can be found out by asking your line manager.

## Contribution

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You will be encouraged to maximise your contribution to the success of the Company in which high standards of performance are expected, encouraged, supported and rewarded. You do this by striving to learn how to do your job better and more efficiently. Our people work with very little day-to-day supervision and working for us will suit those who value the freedom to plan and deliver their work in the way they want but whilst still meeting the necessary standards.

## Working Environment

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Working in a messy and untidy environment is unpleasant, inefficient and unsafe. Hence, maintaining tidy desks, offices, laboratories and factory are key to having a top class environment to work in. If you encounter a problem, which includes problems with electrical items like lights, decoration, plumbing etc, it is your duty to report it to the Facilities' Co-ordinator.

## Balancing Work and Personal Commitments

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You will benefit from our flexible working policy that will help you to balance home and work commitments. This is achieved without compromising our world class customer satisfaction. Flexible working is an opportunity, not a given and must always be discussed with your line manager.

## Social Responsibilities

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We will endeavour to conduct our business in an environmentally sound way and play an active part in being a beacon of business excellence in the local community. We undertake regular charity events and most staff contribute to payroll giving through their salary.

## Fairness

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We are a global successful company and opportunities are open to everyone. We hire on potential, promote on talent and reward success. You will find people from all backgrounds here and we believe everyone has a part to play in making Biocatalysts just a great place to work.

# Benefits

## Your finances

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- **Group Personal Pension Scheme**  
We operate a non-government auto enrolment pension arrangement into which employees would be enrolled if they meet the criteria.

## Your Health

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- **Medical Care**  
BUPA cover for employees (After probation)  
BUPA cover for employee's spouse after 5 years' service  
BUPA cover for employee's children under the age of 18 after 10 years' service
- Health Screening specific to particular specific job role

## Protection for you and your family

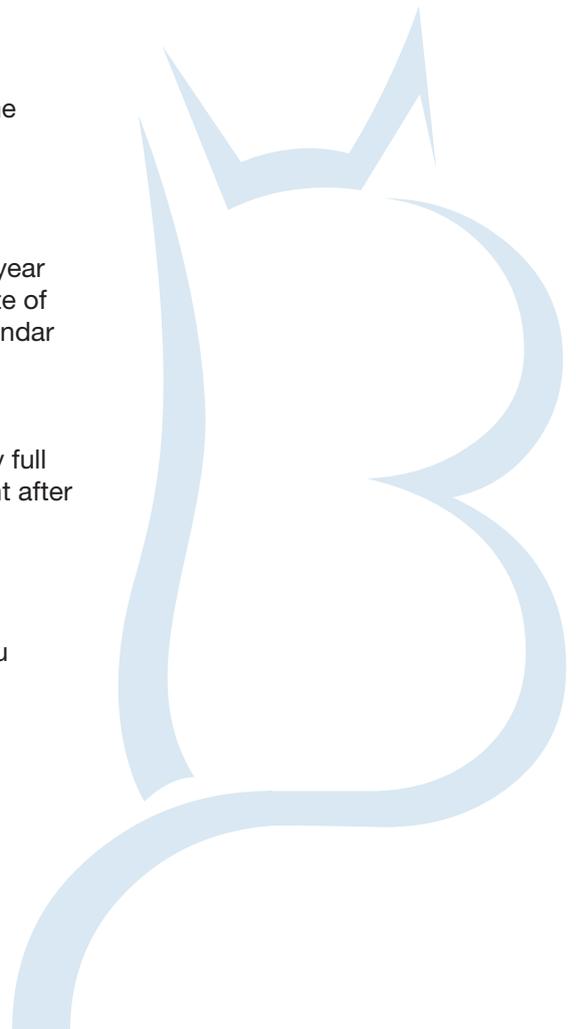
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- **Life Cover (Death in Service Benefit)**  
3 x basic annual salary for employees with up to 5 years' service  
4 x basic annual salary for employees with over 5 years' service
- **Business Travel Insurance**  
The company provides full insurance for all employees travelling on business outside of the country they are based. The type of cover depends on the specific travel, but accident and emergency medical care are both covered

## Your time

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- **Public Holidays**  
There are 8 UK public holidays for which all full-time employees receive full pay (pro rata payment for part-time employees)
- **Annual Leave**  
All full time employees are eligible for 22 days per year  
Maximum of 6 additional days are awarded at a rate of one additional day for every year after the first calendar year's service
- **Sick Pay**  
The Company, at its discretion, will continue to pay full salary for up to 13 weeks including SSP entitlement after satisfactory completion of probationary period
- **Four Day Week**  
4 or 4.5 day week - Combine your 37.5 hours (normal working week) into 4 or 4.5 days giving you more flexibility to have extra time off.  
Certain restrictions apply.



## Other Benefits

- **Employee Referral Scheme**  
This scheme provides a bonus payment of £250 to any existing employee who introduces a suitable candidate that is subsequently permanently employed by the company
- **Quality Working Environment**  
Our working environment is secure, modern, spacious and clean. Free hot drinks and spring water are supplied daily
- **Parking Facilities**  
Free parking for all employees
- **Child Care Vouchers**
- **Employee Discount Scheme**



## **Guidelines for Expense Reimbursement**

Candidates will qualify for reimbursement of travel expenses providing arrangements are in the cheapest way.

Air travel and hotel expenses will not be reimbursed unless formally approved in advance.

All travel receipts must be presented at the start of the interview and reimbursement will be made within 14-21 days.

## Recruitment, Advertising and Selection Policy

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, abilities and qualification. The Company is committed to apply its equal opportunities policy statement at all stages of recruitment and selection.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

As part of the interview process, all applicants will be required to complete selection tests relevant to the job role and all staff responsible for the application of tests including evaluation, interpretation and feedback are trained to a level of competence recommended by the British Psychological Society.

The Company will ensure to provide equality of opportunity to all individuals required to take tests. The results of single tests will not be used as the sole basis for decision making.

All applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

With disabled job applicants, the Company will have regard to its duty to make reasonable adjustments to work arrangements or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

## Equal Opportunities Policy

The Company aims to be an equal opportunities employer and undertakes to apply objective criteria to assess merit and ability. It aims to ensure that no job applicant, employee or worker receives less favourable treatment on the grounds of race, colour, national or ethnic origins, sex, sexual orientation or perceived sexuality, marital status, disability, membership or non-membership of a trade union, "spent convictions" of ex-offenders, class, age, politics, religion or belief.

Selection criteria and procedure will be reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees will be given equal opportunity and, where appropriate and possible, special training to enable them to progress within the Company. The Company is committed to a programme of action to make this policy effective in order to minimise the possibility of discrimination, and to stop it immediately, whenever it arises.

# Learning, Training and Development Policy

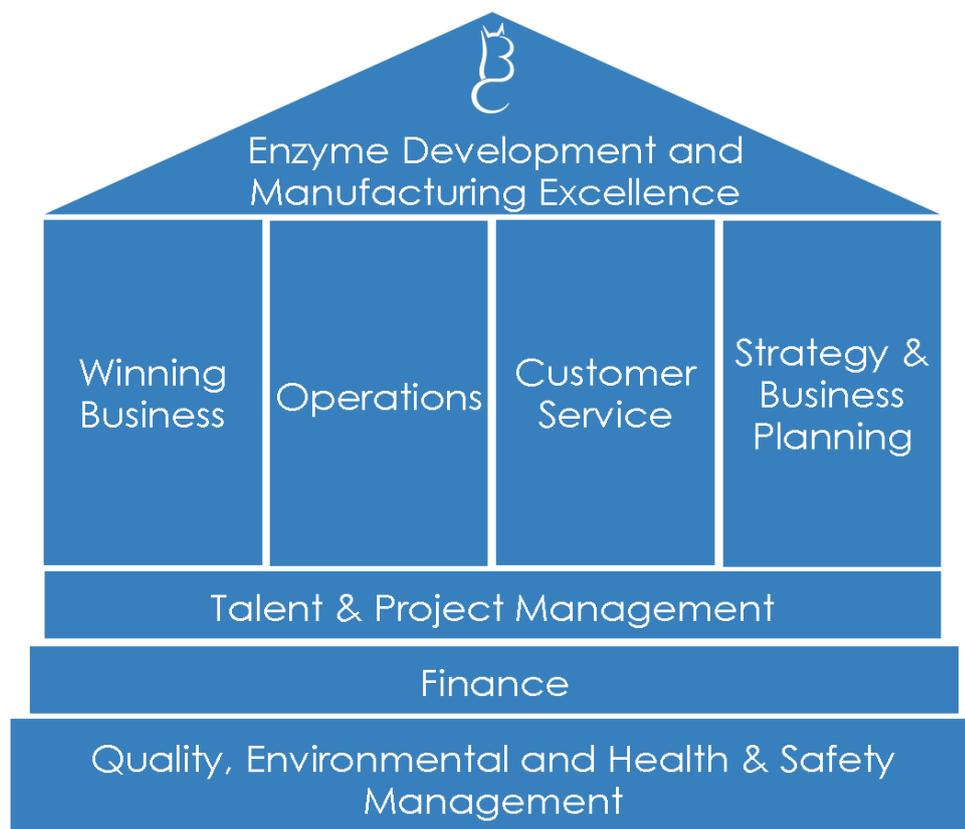
## Purpose:

As a knowledge based company, we must continually learn and develop to enable us to become the world's leading Speciality Enzyme Company. This will be achieved by the quality and dedication of our people enabling us to exceed our customers' expectations.

The company is striving towards creating a learning culture where our people will be prepared to accept change, learn from problems, mistakes, challenges and successes. Staff development refers to all policies, practices and procedures used to develop the knowledge, skills and competencies of staff to improve the effectiveness and efficiency both of the individual and the Company. Our Management team will support our staff to acquire and develop relevant knowledge, skills and competencies to enhance their performance in their current role and, where they are involved in succession planning, for their next role. Staff will be encouraged to take responsibility to ensure their effective contribution to the achievement of the company's strategic and personal objectives.

## Business Excellence Model:

Learning, training, coaching and development of staff as part of Talent Management underpin everything we do as shown in the model below:



## Strategy:

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We will provide an effective induction, training and development programme for all employees whether employed on a temporary, full-time or part-time basis for the duration of their employment. In addition, we will ensure that existing staff who are taking up a new role (e.g. through being promoted) have their induction needs considered in relation to their new role. We will ensure that learning and training requirements are identified from, and aligned with, our strategic priorities, organisational, team and individual needs. We will provide management support to encourage and foster continuous learning and self-development and ensure timely delivery of mandatory training and assessment, including refresher training where necessary. This is supported by an annual Company Training and Development Plan derived from the Company Strategic Objectives and Departmental Business Plans, prioritised by business needs and which acknowledges that there are limited training resources to achieve it.

Two-way communication is encouraged and will be integrated within our knowledge management system; this will allow learning to become a collective experience. We will endeavor to apply different learning methodologies and training practices to allow the development of coaching skills in managers and supervisors. This in turn will facilitate individual development in order to improve business performance and customer service. All new employees will follow an individually tailored induction process in line with their role and after probation, may be issued with a personal development plan. Innovation is part of our company culture and will always be encouraged. All this is supported by a comprehensive Skills Matrix embedded throughout the company.

## Results:

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All learning, training and development must, as far as possible, be effectively monitored and evaluated and if required, any deficiencies will be evaluated to prevent recurrence. The company and staff are aiming for continuous improvement through all learning, training and personal development.

## Legal Responsibilities:

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All learning, training and development must, as far as possible, be effectively monitored and evaluated and if required, any deficiencies will be evaluated to prevent recurrence. The company and staff are aiming for continuous improvement through all learning, training and personal development.

# Person Specification

**Date:** February 2016  
**Job Title:** Production Technician  
**Job Requirements**

**Essential or Desirable (E or D)**

**Qualifications/Education/Training:**

- 3 A-C GCSE's Grade including Maths & English OR equivalent OR NVQ (L3) in Process or Manufacturing Operations or similar **E**
- Fork lift training certificate **D**
- Working at height **D**

**Experience:**

- Operating manufacturing equipment **E**
- Following Standard Operating Procedures **E**
- Maintenance of production equipment **E**
- Basic engineering/scientific/chemical process skills **D**
- Manual handling **D**
- Working in a food manufacturing environment **D**
- Working in controlled areas e.g. GMP, Clean room **D**
- Quality, Environmental, Health & Safety Management systems **D**

**Knowledge:**

- Safe operation of a range of plant/machinery/set and adjust controls **E**
- Aseptic handling of micro organisms **D**
- Food Safety and HACCP **D**
- GMP **D**

**Skills & Competencies:**

- **Flexibility** - Ability to alter behaviour and opinions in the light of new information or changing situations **E**
- **High Quality Work on Time** - The focus on delivering quality and continuous improvement **E**
- **Results driven** - The desire to get things done well and the ability to set and meet challenging goals, create own measures of excellence and constantly seeks ways of improving performance **E**
- **Planning & Organising** - The ability to decide on courses of action, ensuring that the resources required to implement the action will be available and scheduling the programme of work required to achieve a defined end-result **E**
- **Team work** – The ability to work co-operatively and flexibly with other members of the team with a full understanding of the role to be played as a team member **E**
- **Communication** – The ability to communicate clearly and persuasively, orally or in writing **E**

**Personal Attributes:**

- Flexible approach to working outside normal hours to meet business demands **E**
- Enthusiastic approach and willingness to learn **E**
- Proactive and positive **E**
- Passion for continuous improvement **E**
- Practical and 'hands on' **E**
- Attention to detail **E**

**Other:**

- IT Skills (MS Office) – Intermediate level **D**

**Weighting:**

E – Essential for the successful performance of the role  
 D – Desirable but can be achieved through on the job training or experience

# Job Advertisement

## Production Technician

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**Salary: £16,000 plus shift allowance, bonus and substantial benefits**

**Location: Nantgarw, Cardiff**

**Hours: 8:30 - 16:30 during training period and you may be required to work 4 x 11 hr shifts 07:00 - 18:00**

Biocatalysts is a customised enzyme discovery, development and manufacturing company based in the UK, with a subsidiary in Illinois, USA. We work with our customers, many of which are the top blue chip food companies, to provide unique enzyme solutions that will help them solve process problems, valorise waste, facilitate a biochemical reaction or deliver competitive advantage through using a unique product.

Due to our on-going commitment to expanding our product portfolio which is central to accelerating our growth, we have created a new opportunity for a Production Technician to become part of our highly motivated Operations Team.

This role is primarily to carry out the manufacture of enzymes in a food grade environment and you will need to have strong attention to detail and accuracy along with experience in following standard operating procedures, working with and maintaining/cleaning manufacturing equipment.

You will have a minimum of 3 GCSE's Grades A-C including Maths & English OR equivalent OR NVQ (L3) in Process or Manufacturing Operations or similar. Having a forklift truck licence is not essential but will give you a distinct advantage.

You will have a positive and 'can do' attitude, be able to work flexibly and change your normal hours or on a shift basis which will attract additional payment.

If you enjoy practical work with an enthusiasm for learning and continuous improvement, are friendly and have the motivation to succeed, we would love to learn more about you.

**To apply, download our recruitment pack, please visit [www.biocatalysts.com](http://www.biocatalysts.com) or email your Curriculum Vitae. Please send to:**

**Biocatalysts Ltd, Cefn Coed, Parc Nantgarw, Cardiff CF15 7QQ**

**Email: [paulined@biocats.com](mailto:paulined@biocats.com)**

**Contact: Pauline Denner**

**Closing date: 12:00 noon Friday, 11 March 2016**

# Role Profile

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<b>Role title:</b>	Production Technician
<b>Department:</b>	Operations
<b>Responsible to:</b>	Production Supervisor
<b>Responsible for:</b>	N/A

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## **Purpose of the role:**

Manufacture of Enzymes in a food grade environment whilst maintaining high standards of cleanliness and efficiencies within the warehouse.

## **Key result areas:**

1. Manufacture products consistently & efficiently (PRFT)
2. On Time Despatch of products, services and samples
3. Stock Accuracy
4. Minimize Machine Downtime
5. GMP Compliance
6. No Accidents/Near miss reporting
7. Minimum Waste to landfill

## **Need to know:**

- How to calculate weightings, round numbers and convert between units of weight
- How to handle respiratory sensitizers safely
- How to perform manual handling safely
- How to operate mechanical handling equipment
- How to input information into MRP software to manage stock
- Basic food Hygiene
- How to operate and clean production machinery
- Driving a fork lift truck
- Environmental, Health & Safety, Food safety, HACCP & GMP

## **Need to be able to: (Key activities)**

- Preparation of liquid blending facilities and hygiene & efficient manufacture
- Assist & Deputise for powder blender when required
- Deputise and assist in aspects of UF operation
- Deputising for warehouse person
- Ensure finalised product packaging and labelling is compliant with customer requirement in accordance with W.I
- Manufacture of packaging of liquid samples
- Routine maintenance of manufacturing equipment
- Work in accordance with Food safety, GMP, Quality Management system
- Ensure warehouse environment and grounds are maintained in a clean condition
- Carry out the responsibilities stated in the Managing Director's Health & Safety Policy, in particular those detailed in paragraph 8d of his Management Directive
- Be conversant with and adopt the procedures stated in the Environmental Management System (EMS) Manual and it's supporting documents

## **Expected behaviour**

- Flexibility
- High quality work on time
- Results driven
- Planning and organising
- Team work
- Communication

# Biocatalysts Recruitment Process

## – Production Technician - Operations Department

### Stage 1

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Please submit your CV with a covering letter which must include the following criteria:

- Explanation covering why you think you are right for this role and a summary of your individual achievements (not team achievements)

Please send either by email or post to:

Pauline Denner, Biocatalysts Ltd, Cefn Coed, Parc Nantgarw, Cardiff, Wales, UK CF15 7QQ  
Email: paulined@biocats.com  
Tel: 01443 843712  
Fax: 01443 846500

Closing date: **12:00 noon on Friday, 11 March 2016.**

We will be reviewing applications and will let you know whether or not you have been short listed to the next stage of the process by **Monday, 14 March 2016.**

### Stage 2

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Candidates short listed to the next stage will be invited for a telephone interview.

Telephone Interviews are scheduled for **17 & 18 March 2016.** You will need to allow 15-20 minutes for this and will be interviewed by the HR Manager. We will let you know if you have been shortlisted through to the next stage within 48 hours.

### Stage 3

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Candidates short listed for face to face interview at Biocatalysts Ltd will be sent the following assessments to be completed in advance of your interview.

- Personality Profile Analysis (PPA) questionnaire – this helps us understand your working style. This questionnaire is not concerned with abilities but will help us to find out more about how you like to work. There are no 'right' or 'wrong' answers or 'good' or 'bad' qualities to these questionnaires (complete on-line)

### Stage 4

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Interviews are scheduled for **23 - 24 March 2016.** You will need to allow 2 hours for the interview/assessment.

This stage will involve an interview with 2-3 people attending and you will be expected to take part in role based exercises along with the completion of assessments. We will explore your experience and personal qualities that are relative to the position you have applied for. You will also need to provide evidence of your qualifications and eligibility to work in the UK.

Following the interview, we will be able to let you know whether or not you have been successful within 48 hours. It is only at this stage that references, subject to your approval, will be checked should an offer be made.



**BIOCATALYSTS LIMITED** Cefn Coed, Parc Nantgarw, CF15 7QQ, Wales, UK.  
 Tel: +44 (0)1443 843712 Fax:+44 (0)1443 846500  
 Email: sales@biocats.com www.biocatalysts.com

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