



speciality and industrial **enzymes**

Recruitment Information

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About Biocatalysts



Biocatalysts is a wholly independent enzyme manufacturer located in Cardiff, the capital city of Wales, that operates a unique customer based and quality orientated approach to the manufacture of enzymes.

Our Vision:

“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:

- 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

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

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

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.

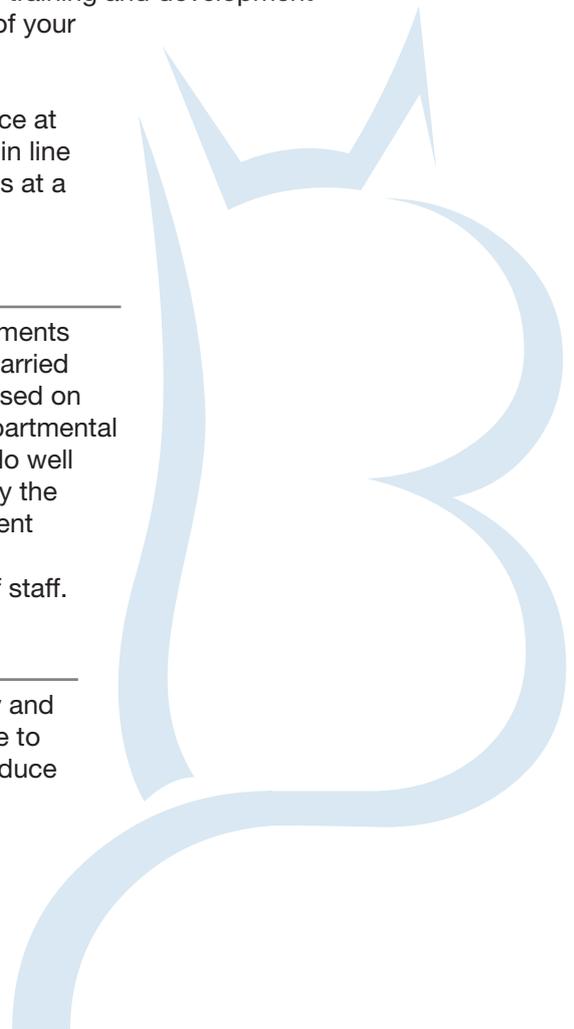
A formal review of your own personal development will take place at least once per year. This ensures that your development is fully in line with the Company's needs and that your development continues at a pace you are happy with.

Performance Assessments

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

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

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

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

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

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

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

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

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

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

Your Health

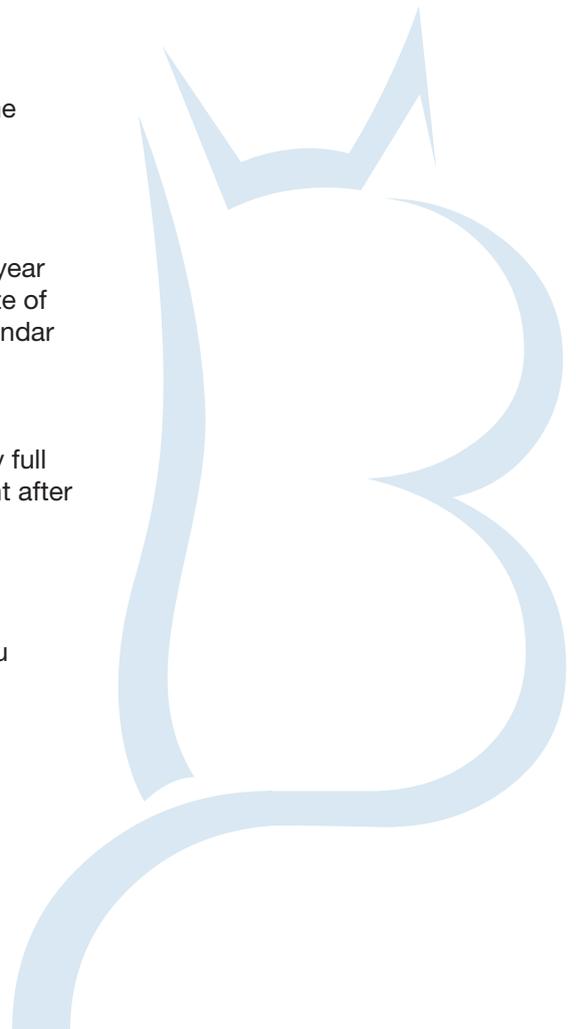
- **Medical Care**
BUPA cover for employees (After probation)
BUPA cover for employee's spouse after 5 years' service
BUPA cover for employee's children under the age of 18 after 10 years' service
- Health Screening specific to particular specific job role

Protection for you and your family

- **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

- **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.

Training and Development Policy

Purpose:

Biocatalysts Ltd is a knowledge-based manufacturing Company. For the Company to continue to grow and prosper, employees need to continue to learn and develop to enable us to become the world's leading speciality enzyme company and by the quality and dedication of our employees, to surpass our customers' expectations and become the envy of our competitors.

We recognise that its most important resource is its employees. Our staff are encouraged to realise their full potential by learning new skills and technologies. We will ensure that all staff will have the opportunity to participate in development (by whatever means) relevant to the Company needs.

Policy Statements:

We aim to promote and enhance a learning culture and incorporate new and innovative ideas so as to develop improved ways of working. We will endeavour to achieve this by the development of a training strategy guided by identified training and development needs at Senior Management, departmental and individual levels. We recognise the contribution that all employees make to its success and will adopt training practices that will facilitate individual development in order to improve business performance.

We are committed to the principles of the Investors in People Standard and will use it as a framework for the effective development of its people.

We will ensure equality of opportunity and fairness in the implementation of training and development activities.

All new employees will follow a structured induction process & all employees will be issued with a personal development plan.

A variety of training and development activities will be used to meet individual and organisational needs, including coaching; internal and external training programmes; and attendance at seminars and conferences as appropriate. Decisions about the type of training activity to be provided will be based on appropriateness, i.e. will the activity achieve the desired results? Is it cost effective?

Legal Responsibilities

Biocatalysts will comply with all legal requirements and give priority to those areas of training required by law or associated good practice.

Person Specification

Job Title: Business Manager – Enzyme Development & Manufacture

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

Qualifications/Education/Training:

- Science Degree – Chemistry, Biochemistry, Microbiology or Biotechnology E
- PhD in Chemistry, Biochemistry, Microbiology or Biotechnology D
- Full clean driver’s licence E
- EU National D

Experience:

- Technical processes in at least one of the following: enzyme protein production, microbial fermentation, molecular biology, enzymology, biochemistry E
- Selling technical products into technical markets E
- Key account management D
- Consultative selling D
- Proposal writing D
- Bio-processing D
- Biochemical engineering D
- Report Writing D
- Numeracy: ability to create and deliver accurate sales forecasts E
- Time management: ability to manage time and workload whilst travelling E
- Travelling within UK and Europe (~50% travel) E
- Planning cost effective customer visits D
- Commercial and financial experience D

Knowledge:

- Commercial Awareness E
- Project proposals D
- Legal and supply agreements D

Skills & Competencies:

- Planning & organisation E
- Initiative E
- Influence & persuasion E
- Communication E
- Business awareness E
- Results driven E

Personal Attributes:

- Self-starting and self-disciplined E
- Friendly, outgoing and enjoys networking and meeting new people E
- Strong interpersonal skills E
- Confident E
- Willing to learn E
- Strong attention to detail E
- Well-presented and a professional manner E
- Curious with an ability to ask the right questions E
- Problem solver and an ability to think laterally E

Other:

- Ability to use Microsoft Outlook, CRM, Word, Excel, PowerPoint E
- Ability to use mobile technology whilst travelling E

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

Business Manager (Enzyme Development & Manufacture)

Competitive package to include commission, bonus, company car/allowance and benefits

Based within UK or W. Europe

Biocatalysts Ltd 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 an exciting opportunity for a Business Manager to join our highly motivated Sales Team.

This business unit commercialises speciality enzyme products by bringing enzyme development and manufacturing together. Therefore, the services offered range from lab scale enzyme development to industrial scale fermentations. You will be forward facing and will be responsible for generating business through direct contact, liaising with technical staff to write proposals and planning business development strategy.

The role is both technical and commercial, so a science degree is essential along with experience of selling technical products into technical markets. An understanding of the European biotechnology industry (pharmaceutical, fine chemical, flavours, fragrance, food etc.) would be a distinct advantage.

This role demands a fast learner, an eye for detail and the ability to think laterally to navigate multi-faceted technical solutions. You will need innate business acumen to ensure profitability and growth along with the flexibility to spend around 50% of your time travelling within the UK and Europe.

Post graduates with a PhD and relevant experience may be considered for this role though salary will be commensurate with experience and industrial experience of industrial biotechnology or enzyme manufacture will be a distinct advantage.

This role is ideal for someone who has both the technical ability to understand complex solutions, as well as the commercial ability to secure business and build long-lasting relationships.

If you are technically professional, a self-starter, friendly, ambitious, confident and outgoing then we would love to hear from you.

To download our recruitment pack, please visit www.biocatalysts.com or contact us.

Biocatalysts Ltd, Cefn Coed, Parc Nantgarw, Cardiff CF15 7QQ
Email: paulined@biocats.com
Contact: Pauline Denner

Role Profile

Role title:	Business Manager (Enzyme Development & Manufacture)
Responsible to:	Sales Manager
Department:	Sales
Responsible for:	None

Purpose of the role:

Responsibility for winning profitable new business (selling both capabilities and products) primarily in identified non-food market application areas and/or geographical locations in line with Company sales strategy. Key responsibility is the winning and development of strategic and key customers in both new and currently supplied markets/application areas.

Key Results areas:

1. Sales Targets: achieve quarterly budget revenue
2. To identify and close opportunities quarterly
3. Create a pipeline of medium term product manufacture
4. Deliver customer and project objectives
5. To make >25 sales visits and create new opportunities (worth >£50K each) along with the company's objectives each quarter

Need to know:

- Technical processes (enzyme protein production and microbial fermentation)
- Science degree – Chemistry, Biochemistry, Microbiology or Biotechnology
- Experience of selling technical products into technical markets
- Customer account management
- Commercial/financial awareness
- Numeracy
- IT: working knowledge of programmes such as Word, Excel, Powerpoint, Outlook, CRM
- Time management – ability to manage time and workload whilst travelling using mobile technology
- Experience of travelling within UK and Europe
- Understanding of legal and supply agreements
- Planning cost effective customer visits
- Full clean driving licence and valid UK passport

Need to be able to: (Key activities)

- Identify, develop and win new business in the area of new enzyme development and manufacturing
- Build and maintain multi-level business relationships with strategic and key accounts
- Maintain and develop relationships with existing and new customers
- Quickly develop technical and commercial knowledge in enzyme development and manufacturing
- Deliver technical and commercial presentations
- Plan and organise customer visits both in the UK and internationally (about 50% of time)
- Develop technical and commercial knowledge in novel enzyme development through customer visits, attending conferences, networking, exhibitions etc
- Monthly reporting on current opportunities
- Writing visit reports
- Building strong relationships with the team at Biocatalysts
- Keeping up to date with products and competitors and sharing knowledge

Expected behaviour

- **Planning and 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
- **Initiative** – the ability to proactively take action independently
- **Business awareness** – the capacity to identify and explore business opportunities, understand the business needs and priorities of the company
- **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 way improving performance
- **Influence and persuasion** – the ability to convince others to agree on or to take a course of action
- **Communication** – the ability to communicate clearly and persuasively, orally and in writing

Biocatalysts Recruitment Process

– Business Manager (Enzyme Development & Manufacture)

Stage 1

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

- Please review the person specification and provide a detailed summary of your strengths and limitations against the 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

We will be reviewing applications and will let you know whether or not you have been short listed to the next stage.

Stage 2

Skype interviews to be arranged at a mutually convenient time and date. You will need to allow 45 minutes for this and you will be interviewed by the HR Manager.

Following the Skype interview, you will be asked to complete the following assessments and will be sent an email link.

- 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)
- General Intelligence Assessment (GIA) pre-test booklet – this test measures specific abilities such as word and numerical meaning (completed on-line)

Stage 3

Applicants short listed for our assessment day will be sent a schedule of the day and asked to prepare a presentation (brief provided in advance) which will be delivered as a role based exercise on the assessment day.

The Assessment day is scheduled for **10 March 2016**. You will need to allow 1 day for the assessment.

The Assessment day will involve an interview, written science based questions and role based exercises.

We will explore your experience and personal qualities that are relative to the position you have applied for.

Following the Assessment day, we will be able to let you know whether or not you have been successful within 5 days. We will be happy to provide feedback if requested.

It is only at this stage that references, subject to your approval, will be checked should an offer be made. You will also need to provide evidence of your qualifications and eligibility to work in the UK.



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