



Alan Jones & Associates
Salary and Benefit Survey Specialists

Chemical Industry

Salary & Benefits Survey

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Job Descriptions &
Guide to Completing Survey Questionnaire

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Chemical Industry Salary & Benefits Survey

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Introduction

This booklet contains the job descriptions used for job matching for the Alan Jones & Associates salary survey designed for and with HR/Reward specialists in the UK Chemical sector.

Survey Confidentiality

The survey is strictly confidential and the results are only sent to those organisations that contribute their salary information. The survey results should be kept in the HR departments of the participating companies. Where information from the survey is shared with senior management it must be presented in analysed, anonymised forms only.

Job Matching

Each participant in the survey is expected to match as many of the jobs as they have in their organisation although it is not expected that every organisation will match every job.

Survey Frequency

The survey is run twice a year. This means that, once they have joined, the survey participant will receive a questionnaire at the survey date closest to the date/s of their salary reviews (generally once a year) and they will be expected to update their information by the deadline specified.

Online Services & Results

The survey results are posted on the Alan Jones website (www.alan-jones.co.uk) and accessible using your Alan Jones user name and password. Using 'Instant Analysis' you can drill down into the information, see your own position vs the survey group (statistically and in chart form) and you can drop results into Excel or export them to pdf (using the Instant Analysis link).

From Instant Analysis, you can also download the survey in full in Excel and pdf versions including your personalised copies of the survey results. A different view of the results is shown in the 'Click & View' tool which gives a job by job view of the results including the relevant job description.

Other services are available using links in your client home page. In addition, there is a link to a tutorial on how to use our services.

Benefits

With this survey there is a benefits section covering holidays, pension contributions, life insurance, sick pay, PHI, medical insurance, etc. The benefits section results, like the salary survey, can only be accessed by those who complete this part of the survey questionnaire. Participants can download the results from their client home page.

Membership Guidelines

You are assumed to be in the survey on a continual basis unless you let us know that you wish to withdraw. When an organisation withdraws their information is kept in the survey until their next review date. Please refer to the Membership Guidelines (link in the Client Home Page).

If you have any queries regarding this survey, please contact us on 01600 716916 or via e-mail on clients@alan-jones.co.uk

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Guide to Completing Survey Questionnaire

Please remember always to complete the Company Information tab in your questionnaire.

1. Give your company name and the details of the contact for the survey. If the person who completes the input is not the main contact, but should be contacted over queries, etc., please also give their details making it clear that they are a secondary contact.
2. Please give any additional company data requested, e.g. company turnover (annual £m), number of employees, location of the employees.
3. Give the date of your last major salary review, the average percentage increase given, and the date of your next salary review.

Note

No entry is required for **10.10.06 Production Manager - All** as this is combined totals calculated automatically.

Data Input For Sections Numbered 10. (i.e. all except Section Number 20.)

Job Matching

For each job title assess whether there is a job within your organisation covering the typical responsibilities and fitting the organisation and level structure. Each company has small differences - it is the broad fit of the description and organisation which is important.

DATA INPUT *Use these notes to help you fill in the salary section of the questionnaire.*

1. **Job Match Identifier (Optional)**
Where you have a code which identifies the job holder you have matched to the survey job role, and you would like to have this information for future reference, give it here and we will add it to the database. This information will not be used by us except to help you identify your matches.
2. **Job Match (+,=,-)**
In this column of the questionnaire please indicate your assessment of the job match, i.e. as compared with the job specification does your job match have more responsibility (+), is the job a good match for the generic job description (=) or does your job have less responsibility (-) than described.
3. **Number of Job Holders**
Show the number of job holders against each salary. If there are job holders with the same salary, bonus, car, etc., these may be grouped.

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4. **Basic Salary**
Give annual basic salary, i.e. monthly contractual pay x 12. Exclude any shift and overtime pay. Include any fixed elements of salary paid as part of monthly pay, e.g. London weighting. Give full-time equivalent for any part-timers.
5. **Actual Bonus Paid**
Please give additional cash paid to the job. This may include company bonus, Christmas bonus, profit share, performance bonus, etc. Bonus may be variable or fixed but do not include car allowance, shift or overtime pay or other cash paid to an individual for activity which is not part of the job, e.g. first aid payments. Express as an annual amount. Give the most recent 12 month figures available to you. Give full-time equivalent for any part-timers.
6. **On Target Bonus %**
Where you have on target bonus payments, please give here the percentage of basic salary paid to the job holder when targets are achieved. Bonus targets may be based on individual, team or company performance (or a combination of these). Give the most recent on-target figures available.
7. **Weekly Hours**
Please give the contractual weekly hours worked by the job holder/s.
8. **Car List Price**
Give the list price of the typical/representative company car for which the job holder is eligible. Give the current list price of the car which is offered (even if the job holder takes a cash allowance instead of a car or trades up/down). Exclude delivery, road fund licence and number plates. If in doubt quote the make and model.
9. **Car Allowance**
Give the annual amount offered/paid as an alternative to a company car. Give this figure even if the car option is taken. Please quote as an annual amount.
10. **Location of Job Holder**
Where the location of the job holder is different to that shown in the Company Information section of this questionnaire, please indicate here which location is appropriate for your job match:

1 = Inner London	8 = East Midlands
2 = Inside M25	9 = Yorkshire & the Humber
3 = South East	10 = North West
4 = East of England	11 = North East
5 = South West	12 = Scotland
6 = Wales	13 = Northern Ireland
7 = West Midlands	
11. **Your Job Title (Optional)**
If possible give your own company's job title for each match (this is to assist with the input validation).
12. **Job Factor (*Engineers: 10.91.01-10.91.06 only*)**
For each match at any of the levels of Engineer, please indicate the discipline which applies to the individual job holders:

1 = Chemical	4 = Instrument
2 = Mechanical	5 = Other
3 = Electrical	

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Data Input For Section Numbered 20.

In this section we require average pay information in order to survey shift premiums. If you are submitting data for more than one site please copy the worksheet and complete a separate sheet for each location.

Job Matching

Where 4 levels are given for a job please read the job description for each level and decide which levels are appropriate for your organisation. We do not expect each level to exist in every company. **The level 1-4 definitions in the production job descriptions apply only to that job. The levels do not relate across different jobs.**

Use the notes below to help you with the salary questionnaire.

- 1. No. of Job Holders**
Please indicate number of job holders in each job.
- 2. Includes Day Workers Y/N**
Indicate here if the group matched contains job holders who are day workers.
- 3. Match (+,=,-)**
Indicate if your match is greater than (+), equal to (=) or smaller than (-) the job as described.
- 4. Base Contractual Hours**
The normal working hours specified in the Contract of Employment (annualised and including holidays, e.g. 37.5 x 52.18) for the base pay excluding committed hours or contractual overtime and excluding hours required to make a shift pattern work. For annual hours contracts this should indicate the hours contracted for the year including holidays and committed hours.
- 5. Base Pay**
The payment received for working the base contractual hours in the job expressed as an annual amount (i.e. weekly x 52.18).

Show average base pay for all employees in the job.

Base pay should include any business performance related payments including one-off merit payments which can fluctuate but where the payment of the bonus is fully guaranteed. Include here the last bonus payment made. Express on yearly basis. This should also include committed hours pay.

(If you cannot separate base pay from total pay, then leave this box empty. Your total pay information should be put under 'Average Guaranteed Pay' (see 11 below)).

- 6. Bonus Payment: Not Guaranteed**
This should include any business performance related payments including one-off merit payments which can fluctuate but where the payment of the bonus is not guaranteed. Include here the last bonus payment made. Express on yearly basis.
- 7. Overtime Payment (Y/N)**
Please indicate if the match is eligible for overtime payment for overtime worked.

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8. **Shift Payments for Shift Patterns Worked**

Give annual payment for any of the following shift patterns worked:

- 1) Rotating double day shift
- 2) Rotating continuous shift 5 day
- 3) Rotating continuous shift 7 day
- 4) Other pattern payment

Where your shift pattern is 'other' please provide brief details of the shift pattern worked in the space provided.

9. **Other Annual Payments: Guaranteed**

Give the total of any other payments made to all of the job holders matched where the payment is guaranteed. Payments included here would relate to, for example, working in confined conditions, attendance allowance, site allowance, hardship allowance, payments for travelling, payments for spending time away from home, etc. Do not include payments made to individuals, e.g. First Aid payment.

Please express as annual sum or as an approximate or averaged annual payment where detailed figures are unavailable.

10. **Other Annual Payments: Not Guaranteed**

Give the total of any other payments made to all of the job holders matched where the payment is not guaranteed. Payments included here would relate to, for example, working in confined conditions, attendance allowance, site allowance, hardship allowance, payments for travelling, payments for spending time away from home, etc. Do not include payments made to individuals, e.g. First Aid payment.

Please express as annual sum or as an approximate or averaged annual payment where detailed figures are unavailable.

11. **Average Guaranteed Pay**

Please indicate the total average amount of previous pay elements **which are guaranteed**, i.e. base pay, guaranteed bonus, shift pay. Exclude bonus here if it is not guaranteed. Express as annual figures. The payments should be shown by shift, including Days, as follows:

- 1) Rotating double day shift
- 2) Rotating continuous shift 5 day
- 3) Rotating continuous shift 7 day
- 4) Other pattern payment

If you cannot separate base and total pay, this is where your information should be recorded. Express as an average annual total amount, including guaranteed bonus.

12. **Details of Other Shift Pattern**

Where you have reported a payment under other pattern, please give a brief description of the pattern worked.

Use the level structure to help you with job matching. All the jobs have a level (see matrix or job descriptions). These levels are approximate.

Level Structure & Definitions

Level	Level Definition	Definition/Reporting Relationships	Qualifications	Experience	Hay Point Range	Willis Towers Watson Level
Level 1	International/Corporate Level not included in survey					
Level 2	Managing Director				1218-1648	
Level 3	Director	Member of the legally constituted Board of Directors of the UK company or a member of the executive decision-making committee of a UK company who has status and remuneration equivalent to a Director. Reporting to Managing Director.			913-1235	
Level 4	Head of Function	To match this level job holders must have responsibility for a large function/department and with Level 5 jobs reporting. Reporting to Director Level. This level may only be present in larger organisations. May be called Director of Function or Associate Director in some companies.			800-1100	16
Level 5	Senior Management	Senior role with functional responsibilities. Job holder will make significant policy decisions for the function. Managers at this level will be responsible for a significant department with direct and indirect reports and including professionally qualified staff. Reporting to Director or Head of Function level. In all but the largest organisations, this level will be the most senior in the function below Director level.		Experienced managerial position; job holder would normally have had considerable appropriate experience	691-935	14/15

Level	Level Definition	Definition/Reporting Relationships	Qualifications	Experience	Hay Point Range	Willis Towers Watson Level
Level 6	Management/ Senior Professional	Normally reporting to a level 5 or higher. Managers at this level will be responsible for a number of direct and indirect reports including professionally qualified staff. If Senior Professional may report to a manager who does not have the same level of expertise. Senior Professionals at this level may have some subordinate staff but not necessarily.	Graduate or equivalent often with an appropriate post-graduate qualification. Professional staff will have appropriate professional qualification. At this level, scientific staff will normally be PhD level	Well-experienced. Will be a recognised expert in their field. Likely to have had 5 years' relevant experience	537-727	13
Level 7	Junior Management/ Established Professional	Normally reporting to a level 6 or a level 5 role. In Management this level will normally be directly responsible for a team of staff (possibly including team leaders if large numbers within the team). At this level Professional staff would not require close supervision and may oversee the work of/give advice to more junior colleagues/supervise a small number of subordinate staff.	Graduate or equivalent often with an appropriate post-graduate qualification. Professional staff will have appropriate professional qualification. At this level, scientific staff will normally be PhD level	In professional positions, this is the Established level where, as a rough guide, we would expect job matches to have at least 4 years' experience in the same or similar job role	435-588	11/12
Level 8	Senior Supervisor/ Development Professional/ Non- professional Established	Normally reporting to a level 7 or a level 6 position, this level will have responsibility for a small group of staff or may be a supervisor in a large department. The job holder at this level receives greater supervision than the Established level and is expected to make further progress in the job.	Graduate or equivalent often with an appropriate post-graduate qualification (or may still be working toward professional qualification). Professional staff will have appropriate professional qualification. At this level, scientific staff will often be PhD level	In professional positions this is the Development level and, as a guide, we would expect job matches here to have between 2 and 4 years' experience in the same or similar job role	368-498	10

Level	Level Definition	Definition/Reporting Relationships	Qualifications	Experience	Hay Point Range	Willis Towers Watson Level
Level 9	Supervisory/ Entry Level Professional	Normally reporting to a level 7 or higher, this is a first step in Management and Team Leaders typically would be matched here. In the professional structure, Entry levels are matched here. These job matches are not new graduates.	Graduate or equivalent, expected to make progress toward an appropriate post-graduate qualification	To be a match must have had up to 12 months' experience as new graduates before moving to this role. To be a match at Entry level job holder would normally have less than 2 years' experience and be expected to make significant progress in the role	321-434	9
Level 10	Graduate Entry/Skilled Supervisory/ Senior Support Staff	Normally reporting to a level 8 or level 7 position, at this level Graduate Entry staff will be closely supervised and expected to make significant progress in work. Skilled supervisory job holders will have day to day control of the work of group supervised ensuring that given targets are met.	Graduate or equivalent/senior support staff level	Skilled supervisory levels	277-375	7/8
Level 11	Administration	Expected to work with minimal supervision and be able to oversee work of less experienced/more junior staff.	A level/City & Guilds/NVQ level 3	Likely to have had a minimum of 5+ years' relevant working experience.		6/7
	Craft	Expected to work with minimal supervision and be able to oversee work of less experienced/more junior staff.	Minimum HNC level	Experienced		
	Production/ Warehouse	In production, packaging and warehouse, roles at level 11 would have supervisory responsibility.	Numerate and literate with GCSE and/or equivalent NVQ qualifications	Likely to have had 5+ years' experience		

Level	Level Definition	Definition/Reporting Relationships	Qualifications	Experience	Hay Point Range	Willis Towers Watson Level
Level 12	Administration	Likely to have some routine data entry/paperwork/calls but is expected to work without close supervision and to deal with routine problems.	A level standard education or NVQ level 3 in Administration Skills	Likely to have had a minimum of 4 years' work experience		5/6
	Craft	Non-supervisory position with no others reporting.	City & Guilds apprenticeship or equivalent			
Level 13	Administration	Expected to be able to work without very close supervision.	GCSE standard education or NVQ level 2 in Administration Skills	Likely to have had a minimum of 2 years' work experience		4/5
	Shop Floor	Non-supervisory position with no others reporting. May provide guidance to less-experienced job holders. Normally would report to a level 11.	Must be numerate and literate with basic GCSE and/or equivalent NVQ qualifications	The roles at level 13 would normally require at least 3 months' working experience for the job holder to become competent		
Level 14	Administration	Closely supervised in work.	GCSE standard education or NVQ level 1 in Administration Skills	Limited work experience		3/4
	Shop Floor	Non-supervisory position with no others reporting. Normally would report to a level 11.	Must be numerate and literate with basic GCSE and/or equivalent NVQ qualifications	The roles at level 14 would normally require less than 3 months' working experience for the job holder to become competent		

Survey Job Numbers & Job Titles by Level

The jobs in the survey have all been assigned a level. An overview is below.

Function	2	3	4	5	6
Directorate Function Code 10.01	10.01.01 Managing Director	10.01.02 Financial Director 10.01.03 Sales Director 10.01.04 Marketing Director 10.01.05 Sales/Marketing Dir 10.01.06 HR Director 10.01.07 Production Director 10.01.08 Engineering Director			
Production Management Function Code 10.10			10.10.01 Site Manager	10.10.04 Production Manager (100-300) 10.10.05 Production Manager (300+) 10.10.08 Chief Engineer	10.10.02 Production Manager (0-50) 10.10.03 Production Manager (50-100) 10.10.07 R & D/Technical Mgr 10.10.09 Project Manager 10.10.34 Purchasing Manager 10.10.37 Supply Chain Manager
QA/QC Function Code 10.15					10.15.01 QA/QC Manager
Accounts Function Code 10.30				10.30.01 Chief/Site Accountant	
HR Function Code 10.35				10.35.01 Site HR Manager	
Sales & Marketing Function Code 10.40				10.40.05 Sales & Marketing Mgr	10.40.06 Sales Manager 10.40.11 Group Product Manager
Environment & Safety Function Code 10.50				10.50.01 Environmental & Safety Manager	10.50.02 Environmental Manager

Survey Job Numbers & Job Titles by Level cont'd

Function	2	3	4	5	6
Regulatory Affairs Function Code 10.55				10.55.01 Regulatory Affairs Manager	
IT Function Code 10.60				10.60.01 Site IT Manager	
Export Function Code 10.65					10.65.01 Export Area Manager
Administration Function Code 10.70					
Technicians/ Scientists Function Code 10.80					
Professional Function Code 10.90					10.90.14 Established Technical Support Scientist
Engineering Function Code 10.91				10.91.06 Senior Consultant Engineer	10.91.05 Consultant Engineer
Miscellaneous Function Code 10.95					

Survey Job Numbers & Job Titles by Level cont'd

Function	7	8	9	10
Directorate				
Function Code 10.01				
Production Management	10.10.10 Maintenance Manager 10.10.11 Site Facilities Manager 10.10.30 Warehouse Manager 10.10.31 Transport Manager	10.10.33 Customer Services Manager 10.10.35 Senior Buyer	10.10.36 Buyer	
Function Code 10.10				
QA/QC				
Function Code 10.15	10.15.02 Laboratory Manager	10.15.03 Validation Officer		
Accounts				
Function Code 10.30	10.30.04 Qualified Accountant – Established	10.30.03 Qualified Accountant – Development	10.30.02 Qualified Accountant – Entry	10.30.05 Part Qualified Accountant
HR				
Function Code 10.35	10.35.02 Senior HR Officer	10.35.03 HR Officer		
Sales & Marketing	10.40.07 Regional Sales Manager 10.40.12 Senior Product Manager 10.40.13 Product Manager 10.40.15 Accounts/Business Manager		10.40.14 Assistant Product Manager	
Function Code 10.40				
Environment & Safety		10.50.03 Environmental Scientist 10.50.04 Site Safety Officer/Advisor Qualified 10.50.06 Occupational Health Nurse 10.50.07 Occupational Hygienist		10.50.05 Site Safety Officer/Advisor Unqualified
Function Code 10.50	10.50.08 Health & Safety Manager			
Regulatory Affairs				
Function Code 10.55	10.55.04 Regulatory Affairs Advisor – Established	10.55.03 Regulatory Affairs Advisor – Development	10.55.02 Regulatory Affairs Advisor – Entry	
IT				
Function Code 10.60	10.60.04 Analyst Programmer Established	10.60.03 Analyst Programmer – Development	10.60.02 Analyst Programmer – Entry	10.60.06 Senior PC Support Specialist

Survey Job Numbers & Job Titles by Level cont'd

Function	7	8	9	10
Export				
Function Code 10.65				
Administration				
Function Code 10.70		10.70.12 Planner Level 2	10.70.11 Planner Level 1	
Technicians/ Scientists				
Function Code 10.80		10.80.04 Technician/Scientist Level 4	10.80.03 Technician/Scientist Level 3	10.80.02 Technician/Scientist Level 2
Professional	10.90.11 Established Process Engineer 10.90.12 Established Project Engineer			
Function Code 10.90		10.90.10 PhD Scientist – Development	10.90.09 PhD Scientist - Entry	
Engineering				
Function Code 10.91	10.91.03 Senior Engineer 10.91.04 Principal Engineer	10.91.02 Engineer	10.91.01 Entry Level/New Graduate Engineer	
Miscellaneous				
Function Code 10.95		10.95.01 Maintenance Planning Technician	10.95.02 Trainer/Assessor	

Survey Job Numbers & Job Titles by Level cont'd

Function	11	12	13	14
Directorate Function Code 10.01				
Production Management Function Code 10.10				
QA/QC Function Code 10.15				
Accounts Function Code 10.30				
HR Function Code 10.35				
Sales & Marketing Function Code 10.40				
Environment & Safety Function Code 10.50				
Regulatory Affairs Function Code 10.55				
IT Function Code 10.60		10.60.05 PC Support Specialist		

Survey Job Numbers & Job Titles by Level cont'd

Function	11	12	13	14
Export Function Code 10.65				
Administration Function Code 10.70	10.70.04 Administration Level 4	10.70.03 Administration Level 3	10.70.02 Administration Level 2	10.70.01 Administration Level 1
Technicians/ Scientists Function Code 10.80	10.80.01 Technician/Scientist Level 1			
Professional Function Code 10.90				
Engineering Function Code 10.91				
Miscellaneous Function Code 10.95				

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Directorate

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.01.01	Managing Director
10.01.02	Financial Director
10.01.03	Sales Director
10.01.04	Marketing Director
10.01.05	Sales & Marketing Director
10.01.06	HR Director
10.01.07	Production Director
10.01.08	Engineering Director

Director Level Job Matching

In this section, where you have a Board of Directors, please match the Directors by function as indicated. To be a match the job holders must be members of a legally constituted company board with the usual statutory obligations.

If your Chemical plant is run by a Site or General Manager, please continue to match the position at 10.10.01 in the Production Management section.

Chemical Industry Salary & Benefits Survey

10.01.01 Managing Director

Survey Level 2

Typical Responsibilities

1. Responsible for the running of the company.
 2. Chairs the managing board of the company.
 3. Must be UK based but may have international responsibility.
-

10.01.02 Financial Director

Survey Level 3

Typical Responsibilities

1. Member of the executive decision-making body of the UK company
 2. Responsible for all company and statutory financial recording and reporting.
 3. Must be UK based but may have international responsibility.
-

10.01.03 Sales Director

Survey Level 3

Reports To Managing Director

Typical Responsibilities

1. Member of the executive decision-making body of the UK company.
2. Responsible for company sales activity.
3. Must be UK based but may have international responsibility.

Notes

Do not match individuals with marketing responsibility here. If your job holder is responsible for sales and marketing, see Sales and Marketing Director.

Chemical Industry Salary & Benefits Survey

10.01.04 Marketing Director

Survey Level 3

Reports To Managing Director

Typical Responsibilities

1. Member of the executive decision-making body of the UK company.
2. Responsible for company marketing activity.
3. Must be UK based but may have international responsibility.

Notes

Do not match individuals with marketing responsibility here. If your job holder is responsible for marketing and sales, see Sales and Marketing Director.

10.01.05 Sales & Marketing Director

Survey Level 3

Reports To Managing Director

Typical Responsibilities

1. Member of the executive decision-making body of the UK company.
2. Responsible for company sales and marketing activity.
3. Must be UK based but may have international responsibility.

Notes

Where your job holder has only sales responsibility or only marketing responsibility do not match this job - see Sales Director or Marketing Director.

Chemical Industry Salary & Benefits Survey

10.01.06 **HR Director**

Survey Level 3

Reports To Managing Director

Typical Responsibilities

1. Member of the executive decision-making body of the UK company.
 2. Responsible for the company Human Resources function.
 3. Must be UK based but may have international responsibility.
-

10.01.07 **Production Director**

Survey Level 3

Reports To Managing Director

Typical Responsibilities

1. Member of the executive decision-making body of the UK company.
 2. Responsible for the production function.
 3. Must be UK based but may have international responsibility.
-

10.01.08 **Engineering Director**

Survey Level 3

Reports To Managing Director

Typical Responsibilities

1. Member of the executive decision-making body of the UK company.
2. Responsible for the engineering function.
3. Must be UK based but may have international responsibility.

Chemical Industry Salary & Benefits Survey

Production Management

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.10.01	Site Manager
10.10.02	Production Manager 0-50
10.10.03	Production Manager 50-100
10.10.04	Production Manager 100-300
10.10.05	Production Manager 300+
10.10.06	Production Manager - All
10.10.07	R & D/Technical Manager
10.10.08	Chief Engineer
10.10.09	Project Manager
10.10.10	Maintenance Manager
10.10.11	Site Facilities Manager
10.10.30	Warehouse Manager
10.10.31	Transport Manager
10.10.33	Customer Services Manager
10.10.34	Purchasing Manager
10.10.35	Senior Buyer
10.10.36	Buyer
10.10.37	Supply Chain Manager

Chemical Industry Salary & Benefits Survey

10.10.07 R & D/Technical Manager

Survey Level 6

Typical Responsibilities

1. To be the Senior Scientist on site and to cover all aspects of the role of Chief Chemist, i.e. QA, QC, Process Research, etc.
2. Responsibilities may cover both product and process development.

Note

May be called Chief Chemist.

10.10.08 Chief Engineer

Survey Level 5

Typical Responsibilities

1. To be responsible for the provision of maintenance services to all equipment, plant and buildings within the factory area. To ensure that interruption caused by mechanical failure or non-availability of machinery, services or power is kept to a minimum.
2. To be responsible for project engineering including the development or replacement of plant taking account of technological development and production requirements to improve productivity.
3. To ensure expenditure is kept within the limits of expenditure budgets.

Note

May not be responsible for day to day production plant maintenance.

Chemical Industry Salary & Benefits Survey

10.10.30 Warehouse Manager

Survey Level 7

Typical Responsibilities

1. To be responsible for the warehousing of all incoming components, materials, etc.
 2. To be responsible for the warehousing, selection and despatch of all manufactured products.
-

10.10.31 Transport Manager

Survey Level 7

Typical Responsibilities

1. To have day to day responsibility for provision of an efficient and cost-effective transport service.
 2. To ensure that service levels are maintained within budget.
 3. To maintain close contact with key personnel of the company's customers.
 4. To input into and to meet targets set for expenditure, service, etc.
 5. To recruit, train and discipline staff.
-

10.10.33 Customer Services Manager

Survey Level 8

Typical Responsibilities

1. To manage customer service section, directing the work of a number of Customer Services Assistants.
2. To ensure that targets are met for dealing with enquiries, complaints, orders, etc.
3. To ensure information on customers is kept up to date.
4. To be responsible for stock control and product release on a day to day basis.

Chemical Industry Salary & Benefits Survey

10.10.34 Purchasing Manager

Survey Level 6

Typical Responsibilities

1. To purchase the company's requirements of supplies and materials.
 2. To obtain best levels of quality, service and price, based on buying specification.
 3. To develop new sources of supply where it is advantageous to the company.
 4. To foster and maintain a good working relationship with suppliers and keep abreast of technological change and other developments which may affect the buying standards achieved by the company.
-

10.10.35 Senior Buyer

10.10.36 Buyer

Survey Level 8 – Senior Buyer
9 – Buyer

Typical Responsibilities

1. To be responsible for the day to day buying of a range of materials.
2. To be responsible for the day to day co-ordination with suppliers.

Note

Match **Buyer** where the job holder normally works within a limited framework of individual discretion and is the lowest level of Buyer where more than one level is employed.

Match **Senior Buyer** when you have more than one level of Buyer and seniority is recognised in the pay structure.

Chemical Industry Salary & Benefits Survey

10.10.37 Supply Chain Manager

Survey Level 6

Typical Responsibilities

1. To be responsible for all aspects of supply chain/materials management including: stock control; production planning; purchasing; production systems, customer service, etc.
2. Normally responsible for warehousing and despatch.
3. Usually of at least equivalent status to Production Manager.

Note

Job holders with international responsibility should be excluded.
Companies which have a Supply Chain Director are unlikely to also have this level.
Companies which have a Supply Chain Manager are unlikely to have a Supply Chain Director.

Chemical Industry Salary & Benefits Survey

QA/QC

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.15.01	QA/QC Manager
10.15.02	Laboratory Manager
10.15.03	Validation Officer

Chemical Industry Salary & Benefits Survey

10.15.03

Validation Officer

Survey Level

8

Typical Responsibilities

1. To be responsible for ensuring that all compliance issues and company validation policies and procedures are addressed.
2. To be responsible for organising and leading validation working parties, reporting on and explaining complex technical matters.
3. To ensure all validation activities and documents are authorised and appropriate compliance approval is gained.
4. To prepare and issue validation master plans, summary reports, review reports and other documentation.
5. To provide data to support the annual product reviews.
6. To ensure all regulatory guidelines and GMPs which apply to validation are communicated via appropriate training and awareness briefings.

Education & Experience

Degree level or equivalent in an appropriate discipline with a broad technical and educational skill base
Good knowledge of GMP, compliance, validation policy and procedures, company systems and regulatory expectations
Knowledge of inspections and audits of validated operations and processes

Chemical Industry Salary & Benefits Survey

Accounts

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.30.01	Chief/Site Accountant
10.30.02	Qualified Accountant - Entry
10.30.03	Qualified Accountant - Development
10.30.04	Qualified Accountant – Established
10.30.05	Part Qualified Accountant

Chemical Industry Salary & Benefits Survey

10.30.01 Chief/Site Accountant

Survey Level 5

Typical Responsibilities

1. To control all the accounting activities on the site.
 2. To control budgetary control, costing and forecasting.
 3. To develop and refine systems and procedures to improve control imposed and management information derived.
 4. To undertake special cost and profitability studies as directed.
 5. May have responsibility for annual and statutory accounts.
-

10.30.02 Qualified Accountant – Entry

10.30.03 Qualified Accountant – Development

10.30.04 Qualified Accountant – Established

Survey Level 9 - Qualified Accountant – Entry
8 - Qualified Accountant – Development
7 - Qualified Accountant – Established

Notes

This covers all qualified Accountants other than those covered by 10.30.01.

Match according to experience:

ENTRY

Job matches at Entry level are *not* new graduates. To be a match they must have had up to 12 months' experience as new graduates before moving to this role. To be a match at Entry level the job holder would normally have less than 2 years' experience and be expected to make significant progress in the role.

DEVELOPMENT

As a guide, we would expect job matches typically to have between 2 and 4 years' experience in the same or similar job role. The job holder at this level receives greater supervision than the Established level and is expected to make further progress in the job.

ESTABLISHED

This is the most senior level in these categories and as a rough guide we would expect job matches typically to have at least 4 years' experience in the same or similar job role. At this level the job holder would not require close supervision and may be overseeing the work of and giving advice to more junior colleagues.

At **Qualified Accountant - Established** level the job holder will have some project responsibility and may have one or two people reporting

Chemical Industry Salary & Benefits Survey

10.30.05 **Part Qualified Accountant**

Survey Level 10

Notes

This covers Accountants who have not yet qualified but who have passed part 1.

Chemical Industry Salary & Benefits Survey

HR

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.35.01	Site HR Manager
10.35.02	Senior HR Officer
10.35.03	HR Officer

Chemical Industry Salary & Benefits Survey

Sales & Marketing

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.40.05	Sales & Marketing Manager
10.40.06	Sales Manager
10.40.07	Regional Sales Manager
10.40.08	Sales Representative
10.40.09	Senior Technical/Service Representative
10.40.10	Technical/Service Representative
10.40.11	Group Product Manager
10.40.12	Senior Product Manager
10.40.13	Product Manager
10.40.14	Assistant Product Manager
10.40.15	Accounts/Business Manager

Chemical Industry Salary & Benefits Survey

10.40.07 Regional Sales Manager

Survey Level 7

Typical Responsibilities

1. To achieve sales targets through a highly trained, directed and motivated staff.
2. To influence sales policy through a knowledge of competitor products and activity.

Note

If more than one level the key to this job is that it is the one to which the Representatives report.

10.40.08 Sales Representative

Typical Responsibilities

1. To sell the company's products throughout the area and/or to the outlets prescribed.
 2. To provide a feed back on competitor products.
-

10.40.09 Senior Technical/Service Representative

10.40.10 Technical/Service Representative

Typical Responsibilities

1. To provide a back up technical service to the sales and marketing effort.
2. To visit customers or prospective customers to advise on the use of the company products and to sort out technical problems.
3. Where appropriate to sell the company product.

Note

If only one level in the company the job match should be 10.40.10. For a job to be placed in 10.40.09 there must be two levels (at least) in the salary structure or some other feature which recognises seniority.

Chemical Industry Salary & Benefits Survey

10.40.11 **Group Product Manager**

Survey Level 6

Typical Responsibilities

1. To be responsible for co-ordinating the work of a group of Product Managers. This can involve training and counselling.
2. May have specific responsibility for own product/product group.

Note

Must have Product Managers reporting to the job holder.

10.40.12 **Senior Product Manager**

10.40.13 **Product Manager**

10.40.14 **Assistant Product Manager**

Survey Level 7 - Senior Product Manager
7 - Product Manager
9 - Assistant Product Manager

Typical Responsibilities

1. To look after the marketing aspects of either one major product or a group of products.
2. To build profitable sales volume for assigned products within the UK through effective marketing programmes.
3. To develop and recommend short and long range sales and profit objectives. To initiate marketing, advertising and consumer promotion programmes for assigned products. To control marketing expenditure.
4. To recommend technical and market research for existing and new products.
5. To evaluate competitive activity and recommend appropriate counter measures.

Note

To allocate jobs to the appropriate job number: if there is a three grade structure below Group Product Manager level - as graded. Normally an Assistant Product Manager would report to 10.40.13 or 10.40.12. The difference between 10.40.12 and 10.40.13 may be in a grade structure or by the relative importance of the products covered.

Chemical Industry Salary & Benefits Survey

Environment and Safety

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.50.01	Environmental & Safety Manager
10.50.02	Environmental Manager
10.50.03	Environmental Scientist
10.50.04	Site Safety Officer/Advisor Qualified
10.50.05	Site Safety Officer/Advisor Unqualified
10.50.06	Occupational Health Nurse
10.50.07	Occupational Hygienist
10.50.08	Health & Safety Manager

Chemical Industry Salary & Benefits Survey

10.50.01 Environmental & Safety Manager

Survey Level 5

Typical Responsibilities

1. To be responsible for both internal and external health and safety matters including pollution control and for registering processes.
 2. To be responsible to the Managing Director for compliance with environmental legislation.
 3. To develop health and safety policies with special reference to pollution and waste control and to liaise with the appropriate authorities. To ensure that these policies comply with legal requirements.
 4. To ensure that the company follows good health and safety practices in its day to day operations.
-

10.50.02 Environmental Manager

Survey Level 6

Typical Responsibilities

1. To advise on environmental legislation.
 2. To manage work of registering processes.
 3. To ensure that the company follows good environmental management practices.
 4. To keep up to date with environmental legislation matters.
-

10.50.03 Environmental Scientist

Survey Level 8

Typical Responsibilities

1. To undertake detailed work necessary to ensure that the company follows good environmental practices.
2. To undertake specific projects as required.
3. To advise line management on environmental matters.

Note

Must be qualified environmental scientist.

Chemical Industry Salary & Benefits Survey

10.50.04	Site Safety Officer/Advisor Qualified
10.50.05	Site Safety Officer/Advisor Unqualified
Survey Level	8 - Site Safety Officer/Advisor Qualified 10 - Site Safety Officer/Advisor Unqualified

Typical Responsibilities

1. To provide an advisory safety service to the whole site.
2. To ensure that the safety procedures are satisfactory and to ensure they are complied with.

Note

Match 10.50.04 when the job holder is qualified; match 10.50.05 when the job holder is an experienced but unqualified Site Safety Officer.

10.50.06	Occupational Health Nurse
Survey Level	8

Typical Responsibilities

1. To be a qualified Occupational Health Nurse.

Chemical Industry Salary & Benefits Survey

10.50.07 Occupational Hygienist

Survey Level 8

Typical Responsibilities

1. To provide a specialist technical consultancy service across a manufacturing site.
2. To develop, plan and implement site programmes to meet Company/Departmental objectives including the generation and use of appropriate occupational hygiene data and statistics.
3. To monitor adherence to Company/Group policy/procedures and legislative standards. To investigate deviance from relevant standards and recommend improvements as needed.
4. To provide advice and guidance on prevention programmes and implications of Occupational Health hazards from existing or new plant and machinery.
5. As part of the site hygiene team participates in the development of the discipline including the training of junior staff or assisting in policy formulation.

Education & Experience

Graduate level in scientific or technical discipline or equivalent
Studying for or obtained relevant professional qualifications (e.g. BEBOH Certificate of Competence or Diploma) or has obtained membership of the IOH at the equivalent level
Likely to have had several years' experience in Occupational Hygiene or may have other relevant manufacturing experience

10.50.08 Health & Safety Manager

Survey Level 7

Typical Responsibilities

1. To ensure internal company safety policies and procedures are implemented on a day to day basis.
2. To advise line management on health and safety issues.
3. To liaise with external authorities as required to ensure that policies comply with current legislation and up-to-date safety practices.
4. To ensure that health & safety audits are carried out in a timely manner.
5. To maintain knowledge of health & safety regulations.

Education & Experience

Educated to degree level in science or engineering subject
Must hold a post-graduate level qualification, e.g. NEBOSH Diploma, Risk Management Diploma and meet Competent Person requirements
Several years' experience in the Chemical Industry in a Safety role

Notes

Will have Health & Safety Officer/s reporting.

Chemical Industry Salary & Benefits Survey

Regulatory Affairs

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.55.01	Regulatory Affairs Manager
10.55.02	Regulatory Affairs Advisor - Entry
10.55.03	Regulatory Affairs Advisor - Development
10.55.04	Regulatory Affairs Advisor - Established

Chemical Industry Salary & Benefits Survey

10.55.01 **Regulatory Affairs Manager**

Survey Level 5

Typical Responsibilities

1. To carry out advisory and liaison services on behalf of company to ensure that requirements of the appropriate regulatory authorities are met.
2. To be responsible for creation, assembling and publishing of regulatory submissions in accordance with agreed objectives and timelines.
3. To liaise with professional members of the appropriate authority secretariats and with other companies when licensing negotiations involve submission to a regulatory authority.
4. To advise managers on legislative procedures, likelihood of licence application success, etc.
5. To be responsible for day to day management of the regulatory affairs staff.

Chemical Industry Salary & Benefits Survey

10.55.02	Regulatory Affairs Advisor - Entry
10.55.03	Regulatory Affairs Advisor - Development
10.55.04	Regulatory Affairs Advisor - Established

Alternative Title/s Registration Officer

Survey Level 9 - Regulatory Affairs Advisor - Entry
8 - Regulatory Affairs Advisor - Development
7 - Regulatory Affairs Advisor - Established

Typical Responsibilities

1. To search documentation for the extraction of relevant information for clinical trials on product registration licenses.
2. To identify additional information necessary for applications.
3. To prepare the relevant license applications.
4. To submit product licence applications.
5. Senior roles will give advice to managers on regulatory and related matters.
6. Senior roles may be responsible for the work of a more junior Regulatory Affairs Officer.

Notes

Match according to experience:

ENTRY

Job matches at Entry level are not new graduates. To be a match they must have had up to 12 months' experience as new graduates before moving to this role. To be a match at Entry level the job holder would normally have less than 2 years' experience and be expected to make significant progress in the role.

DEVELOPMENT

As a guide, we would expect job matches typically to have between 2 and 4 years' experience in the same or similar job role. The job holder at this level receives greater supervision than the Established level and is expected to make further progress in the job.

ESTABLISHED

This is the most senior level in these categories and as a rough guide we would expect job matches typically to have at least 4 years' experience in the same or similar job role. At this level the job holder would not require close supervision and may be overseeing the work of and giving advice to more junior colleagues.

At **Regulatory Affairs Advisor - Established** level the job holder will have some project responsibility and may have one or two people reporting

Chemical Industry Salary & Benefits Survey

IT

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.60.01	Site IT Manager
10.60.02	Analyst Programmer - Entry
10.60.03	Analyst Programmer - Development
10.60.04	Analyst Programmer - Established
10.60.05	PC Support Specialist
10.60.06	Senior PC Support Specialist

Chemical Industry Salary & Benefits Survey

10.60.01 **Site IT Manager**

Survey Level 5

Typical Responsibilities

1. To be responsible for the overall performance of the site IT which processes commercial and scientific information for the company for one site in the UK only.
2. To direct and co-ordinate the administration and supervision of systems development, systems support and computer operations staff.
3. To prepare detailed feasibility studies on new equipment as required.
4. To evaluate and propose short and long term plans for the development and improvement of information systems within the company.

Chemical Industry Salary & Benefits Survey

10.60.02	Analyst Programmer - Entry
10.60.03	Analyst Programmer - Development
10.60.04	Analyst Programmer - Established

Survey Level	9 - Analyst Programmer - Entry 8 - Analyst Programmer - Development 7 - Analyst Programmer - Established
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Typical Responsibilities

1. Match all systems/programming staff below Systems/Project Manager level.
2. To be responsible to a Systems Manager/Project Leader/Section Head for systems analysis and program development in sections of a project.
3. To write programs and possibly to have Programmers working under their control.
4. Possibly to provide support and maintenance of live systems.
5. To undertake feasibility studies for computer applications as required.

Notes

Match according to experience:

ENTRY

Job matches at Entry level are not new graduates. To be a match they must have had up to 12 months' experience as new graduates before moving to this role. To be a match at Entry level the job holder would normally have less than 2 years' experience and be expected to make significant progress in the role.

DEVELOPMENT

As a guide, we would expect job matches typically to have between 2 and 4 years' experience in the same or similar job role. The job holder at this level receives greater supervision than the Established level and is expected to make further progress in the job.

ESTABLISHED

This is the most senior level in these categories and as a rough guide we would expect job matches typically to have at least 4 years' experience in the same or similar job role. At this level the job holder would not require close supervision and may be overseeing the work of and giving advice to more junior colleagues.

At **Analyst Programmer - Established** level the job holder will have some project responsibility and may have one or two people reporting

Chemical Industry Salary & Benefits Survey

10.60.05 PC Support Specialist

Survey Level 12

Typical Responsibilities

1. To be responsible for all aspects of PCs in the company (hardware and software).
2. To provide advice, technical support and training on PCs.
3. May also be responsible for maintenance of a network system.

Education & Experience

Graduate level education or possibly a non-graduate with significant experience as a programmer
Likely to have had several years' experience in an IT environment

10.60.06 Senior PC Support Specialist

Survey Level 10

Typical Responsibilities

1. To be responsible for all aspects of PCs in the company (hardware and software).
2. To provide advice, technical support and training on PCs.
3. To make recommendations on future development and requirements, etc.
4. To be responsible for maintenance of a network system.

Education & Experience

Graduate level education or possibly a non-graduate with significant experience as a programmer
Likely to have had several years' experience in an IT environment

Chemical Industry Salary & Benefits Survey

Export

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.65.01	Export Area Manager

Chemical Industry Salary & Benefits Survey

10.65.01 **Export Area Manager**

Survey Level **6**

Typical Responsibilities

1. To achieve sales and profit budgets for exports to the area.
2. To implement approved marketing strategies for the achievement of sales and profit objectives.
3. To formulate and implement business development strategies in pursuance of the company's corporate development objectives.
4. To develop and control the activities of the staff of distributors, licensees and other organisations responsible for the marketing of products. May have own local staff and possibly local production.
5. To achieve long term profit growth in the area by identifying opportunities in terms of product, distributor, licensee or even acquisition.

Note

This job is UK based but the job holder will visit allocated area on a regular basis.

Chemical Industry Salary & Benefits Survey

Administration

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.70.01	Administration Support Level 1
10.70.02	Administration Support Level 2
10.70.03	Administration Support Level 3
10.70.04	Administration Support Level 4
10.70.11	Planner Level 1
10.70.12	Planner Level 2

Chemical Industry Salary & Benefits Survey

10.70.01 **Administration Support Level 1**

Survey Level 14

Alternative Title/s Accounts Clerk
Clerk/Typist

Job Note

Jobs in this category may be specialised in one function or may blend together elements of various functions.

Typical Responsibilities (Examples Only)

1. Basic clerical/administration.
2. Copy typing of reports, correspondence or other documentation.
3. Audio typing from tapes.
4. Data inputting.
5. Clearing invoices against goods received notes.
6. Reception duties, taking messages.
7. May operate telephone switchboard and on-site location system.

Education & Experience

GCSE in 5 or more subjects, grades A-C including Maths and English
Good keyboard/IT skills
Likely to have had up to 2 years' experience
Units/elements of NVQ Level 2 in Administration Skills

Chemical Industry Salary & Benefits Survey

10.70.02 **Administration Support Level 2**

Survey Level 13

Alternative Title/s Secretary
Accounts Clerk
Information Technology Administrator
Documentation Control and Recording for Manufacturing Quality,
Health & Safety Data Records Function

Job Note

Jobs in this category may be specialised in one function or may blend together elements of various functions.

Typical Responsibilities (Examples Only)

1. Comprehensive and confidential secretarial service to Manager. Handles external queries to department.
2. Routine secretarial service to department; makes travel arrangements, hotel bookings, etc.
3. May draft replies to letters.
4. Filing, archiving and retrieval of documents.
5. Maintains organisation charts and organises interview schedules, etc.
6. Maintains annual leave information for department; checks on attendance and timekeeping.
7. Purchase ledger, controlling cash payments, preparing monthly bank reconciliations.
8. Responsible for putting any departmental dates into database systems such as SAP.

Education & Experience

GCSE in 5 or more subjects, grades A-C including Maths and English
Good keyboard/IT skills
Likely to have had up to 5 years' experience
Units/elements of NVQ Level 2 in Administration Skills

Chemical Industry Salary & Benefits Survey

10.70.03 Administration Support Level 3

Survey Level 12

Alternative Title/s Senior Secretary
 HR Assistant/Administrator
 Senior Accounts Clerk
 Purchaser/Buyer (responsibility for Team or Group)
 Document Controller

Job Note

Jobs in this category may be specialised in one function or may blend together elements of various functions.

Typical Responsibilities (Examples Only)

1. ***If a secretarial role:*** most senior graded secretary within a factory providing a confidential secretarial service to a company director or the most senior managers on site.
2. Handles all personnel administration matters, e.g. entering employees on HR computer system; provides interpretation of HR policies; provides counselling to employees.
3. Deals with internal and external queries to company.
 1. May handle/track recruitment of temporary staff.
5. Supervises monthly bank reconciliations, prepares cash flow forecasts, controls cash payments.
6. May provide guidance to junior level personnel in same job family.
7. Purchasing for Team/Department or Group within defined limits.
8. Organises team/departmental events such as training sessions or conference days.
9. May have sole responsibility for the creation, maintenance and control of production documentation (work tickets, validation protocols, process flow documents).

Education & Experience

GCSE in 5 or more subjects, grades A-C
 Likely to have had up to 5 years' experience
 Units/elements of NVQ Level 3 in Administration Skills
 Confident user of IT software packages and databases
 Working towards IPD qualification for HR roles

Chemical Industry Salary & Benefits Survey

10.70.04 Administration Support Level 4

Survey Level 11

Alternative Title/s
Managing Director's Personal Assistant
Non-qualified Financial Analyst
Purchaser/Buyer
Customer Service Assistant (responsibility for site)
HR Administrator
Senior Document Controller

Job Note

Jobs in this category may be specialised in one function or may blend elements of various functions.

Typical Responsibilities (Examples Only)

1. Prepares/drafts reports from information provided by records/systems/members of management.
2. Receives and assists visitors as necessary during their stay on site.
3. Organises business meetings/conferences.
4. Purchases range of supplies and materials to meet company's requirements.
5. Establishes preferred vendor contacts.
6. Monitors vendors for quality, price and service.
7. Performs job costing, expense and variance analysis.
8. Carries out inventory reconciliations.
9. Prepares month end reports.
10. Involvement in business planning projects.
11. Logs customer complaints.
12. Expedites investigation into complaint via nominated investigator.
13. Maintains trend analysis of complaints.
14. Will have sole responsibility for the creation, maintenance and control of production documentation (work tickets, validation protocols, process flow documents)
15. Use in depth knowledge of department procedures will take responsibility for detailed decision making around documents (e.g. sending out primary documents)

Education & Experience

GCSE in 5 or more subjects, grades A-C
ONC/HNC Business Studies or equivalent qualification
Likely to have had considerable experience in administrative roles at increasing levels of responsibility
Units/elements of NVQ Level 3 in Administration Skills
Excellent user of IT software packages and databases
May be principle/power user on a system (e.g. SAP)
Probably IPD Qualified for HR jobs

Chemical Industry Salary & Benefits Survey

10.70.11 **Planner Level 1**

Survey Level 9

Alternative Title/s Shop Scheduler
Plant Scheduler

Typical Responsibilities

1. Schedules and initiates detailed production campaigns for a particular plant, product, product range or products toll manufactured by a third party manufacturer. Plans operations on a 1 to 4 week basis.
2. Consults frequently with PLANNER LEVEL 2, if applicable, regarding production requirement changes, raw material supply issues and longer term Production Schedule, e.g. 4 to 100 weeks.
3. Liaises with vendors to ensure raw materials are available for a production campaign. Calls in deliveries of raw materials, product intermediates from other company plant sites and packaging materials as required by production plan.
4. Uses scheduling system/s, e.g. MRP II, SAP, to track status of intermediates, stock of products and sales requirements.
5. Works closely with QC function to ensure QC approval data is available for products at various stages of manufacture and prior to despatch.
6. May be involved in despatch/shipping process for finished product to customer - or this operation may be performed by separate warehousing/shipping function.
7. Will compile production performance data and conformance to schedule data, e.g. lead times, processing times, QC times, QC approval time, days of stock for site or corporate management processes, e.g. sales and operations planning type meetings.

Education & Experience

Good general standard of education and literacy/numeracy is required. 6 or more passes GCSE, grades A-C

Familiar with relevant software, spreadsheets and databases

Familiar with chemical/pharmaceutical plant operations

Likely to have had 2-5 years' experience in a planning role

Chemical Industry Salary & Benefits Survey

10.70.12	Planner Level 2
Survey Level	8
Alternative Title/s	Master Scheduler Supply Chain Manager

Typical Responsibilities

1. Works directly with Corporate Planning Group or Sales and Marketing Operations as well as site production management to produce 4 to 100 week master production schedule for a particular plant, product, product range or products manufactured by third party manufacturer.
2. Will work with PLANNER LEVEL 1 breaking down 4 to 100 week master production schedule into 1 to 4 week production plans. PLANNER LEVEL 2 will coach PLANNER LEVEL 1 in this process. This is not a man-management role. The incumbent is seen as a supply chain expert and will influence rather than manage others.
3. Will be in frequent contact with plant site management and Corporate Central Planning group re changing requirements and impact on Business Plan for plant site or business unit.
4. Will have expert knowledge of scheduling system/s, e.g. MRP II, SAP, to produce trend analysis as well as modelling forecasts of future product demand for business planning and plant capacity purposes.
5. Will interact directly with major customers in times of supply problems to ensure most urgent priorities are met or that a rationing programme is devised in conjunction with sales and marketing organisation.
6. Has full control over specific finished product and in process product inventories.
7. Sets agenda for and leads product sales and operations planning type meetings to review on a regular basis (monthly) performance of manufacturing team to production schedule.

Education & Experience

Degree or degree equivalent standard of education
Experience with chemical/pharmaceutical plant operations highly desirable
Good IT skills
Likely to have had 5 years of scheduling experience
Customer service skills
Good knowledge of markets and market environment for products/product ranges

Chemical Industry Salary & Benefits Survey

Technicians/Scientists

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.80.01	Technician/Scientist Level 1
10.80.02	Technician/Scientist Level 2
10.80.03	Technician/Scientist Level 3
10.80.04	Technician/Scientist Level 4

Chemical Industry Salary & Benefits Survey

10.80.01 Technician/Scientist Level 1

Survey Level 11

Alternative Title/s Technician/Experimentalist

Typical Responsibilities

1. This is the basic Technician/Scientist level in Research/Development.
2. Job holders carry out a defined/limited range of fairly routine experimental laboratory work.
3. Works under direct/close supervision.
4. Reports results in a pre-defined format.

Alternatively, may be equivalent-level Analyst in Research/Development environment.

Education & Experience

Five GCSE passes including science(s) and maths
Normally studying/training for ONC/BTEC or HNC/Higher BTEC
Some/limited laboratory experience

10.80.02 Technician/Scientist Level 2

Survey Level 10

Alternative Title/s Senior Technician/Experimentalist

Typical Responsibilities

1. More senior, experienced Technicians/Scientists in Research/Development.
2. Job holders carry out a range of experimental laboratory work.
3. Uses a wider range of techniques and receive less close supervision than level 1.
4. A degree of interpretation is used in reporting/discussing results with supervisor/leader.

Alternatively, may be equivalent-level Analyst in Research/Development environment.

Education & Experience

At least ONC/BTEC or HNC/Higher BTEC
Several years' relevant experience

Chemical Industry Salary & Benefits Survey

10.80.03 **Technician/Scientist Level 3**

Survey Level 9

Alternative Title/s Research/Development Scientist

Typical Responsibilities

1. Research/Development Scientists carrying out a defined range of experimental and investigative laboratory/pilot plant work.
2. Applies scientific knowledge but is still gaining experience.
3. Receives some supervision.
4. May be assisted by or lead junior staff.

Alternatively, may be equivalent-level Analytical Scientist in Research/Development environment.

Education & Experience

Honours degree in relevant scientific discipline
Likely to have had 1-3 years' relevant experience
May have lower qualification (e.g. HND or LRSC) with more experience

10.80.04 **Technician/Scientist Level 4**

Survey Level 8

Alternative Title/s Research/Development Scientist

Typical Responsibilities

1. Research/Development Scientists carrying out more complex/wider range of experimental and investigative laboratory/pilot plant work.
2. Now experienced and skilled and applying their developed scientific knowledge.
3. Less supervision than level 3.
4. More discretion/initiative/independence than level 3 – for example, may support business development/commercial activities by providing technical advice/presentations.
5. May lead junior staff.

Alternatively, may be equivalent-level Analytical Scientist in Research/Development environment.

Education & Experience

Honours degree in relevant scientific discipline
Likely to have had at least 3 years' relevant experience

Chemical Industry Salary & Benefits Survey

Professional

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.90.09	PhD Scientist - Entry
10.90.10	PhD Scientist - Development
10.90.11	Established Process Engineer
10.90.12	Established Project Engineer
10.90.14	Established Technical Support Scientist

Chemical Industry Salary & Benefits Survey

Notes

For the following disciplines/jobs to be matched the job holder(s) must be qualified to at least PhD level and working in a function such as research or development.

These positions are typically technical with limited or no management responsibility for other employees.

10.90.09	PhD Scientist – Entry
10.90.10	PhD Scientist – Development
Survey Level	9 – Entry 8 – Development

Notes:

ENTRY

To be a match at Entry level the job holder would normally have less than 2 years' experience and be expected to make significant progress in the role.

DEVELOPMENT

As a guide, we would expect job matches typically to have between 2 and 4/5 years' experience in the same or similar job role. The job holder at this level receives greater supervision than at the next level up and is still expected to make further progress in the job. Job matches will be working towards Chartership.

Chemical Industry Salary & Benefits Survey

10.90.11 **Established Process Engineer**

Survey Level 7

Alternative Title/s Senior Process Engineer

Typical Responsibilities

1. Makes input to Process Flow Diagrams, P and IDs and Equipment specifications in conjunction with Project Engineering function.
2. Purchases and commissions new equipment or replacement equipment for plant in conjunction with Plant Maintenance function.
3. Prepares assessments/feasibility studies for improvement projects and helps implement and co-ordinate in conjunction with Project Engineering function.
4. Conducts studies of plant performance and prepares reports/recommendations to improve plant efficiencies, reduce costs, ensure environmental and health and safety compliance.
5. Able to direct work with production teams to troubleshoot and solve process issues. Able to conduct training of process operators.
6. Able to produce and review files/documentation associated with running of plant, e.g. SOPs, IQ/OQ/PQ protocols, Risk Assessments, COSHH Assessments, etc.
7. Identifies and investigates safety related engineering problems. Recommends, develops and implements improvements. Takes part in plant safety audits.
8. Able to apply statistical process control principles to plant operation and interact with production teams in measurement and tracking of variables.
9. May or may not be responsible for the Performance Management of a group Process Engineers (at both Entry and Development levels).

Education & Experience

Must have BSc or MSc in Chemical Engineering (possibly Mechanical Engineering)
Must have Chartered Engineer Status
Membership of appropriate professional bodies

Chemical Industry Salary & Benefits Survey

10.90.12 **Established Project Engineer**

Survey Level 7

Alternative Title/s Senior Project Engineer

Typical Responsibilities

1. Identifies and assesses projects including carrying out engineering and financial appraisal of projects. Prepares and presents studies to Management Team for approval (for next stage of design or for capital to implement).
2. Prepares scope definitions, process design sheets and drawings following consultation with other engineering disciplines, production group, quality function, EHS, etc.
3. Undertakes procurement of equipment and contractor selection. (May operate in conjunction with third party design construction organisation.)
4. Co-ordinates all engineering activities during design, installation and commissioning stages of project.
5. Plans and prioritises workloads and develops project schedules following consultation with customer areas.
6. Prepares Commissioning Master Plans, IQ/OQ protocols and associated documentation. Responsible for the inspection and acceptance of the equipment and installation work associated with the project.
7. Responsible for the control of capital expenditure on the project.
8. Prepares and presents project training materials. Prepares and presents operating and maintenance handover documentation.
9. May or may not be responsible for the Performance Management of a group of Project Engineers (at both Entry and Development levels).

Education & Experience

Must have BSc or MSc in appropriate engineering discipline - Mechanical, Chemical or Electrical/Instrumentation

Must have Chartered Engineer Status

Membership of appropriate professional bodies

Chemical Industry Salary & Benefits Survey

10.90.14 **Established Technical Support Scientist**

Survey Level 6

Alternative Title/s Senior Technical Support Scientist

Typical Responsibilities

1. Has a detailed understanding of current production processes, key factors influencing the control of those processes and knowledge of influencing issues such as quality of raw materials, etc.
2. Has excellent relationships with line production management, production supervision and production process operators and has high credibility in terms of understanding process issues from a production standpoint.
3. Highly familiar with process manufacturing works tickets (SOPs) and able to process data systems to analyse issues around process malfunction or drops in yield.
4. Liaises with Development Scientists in terms of requesting experiments to be designed to check raw materials' variability, etc., or to act as a standard against which to measure current plant performance.
5. Expert in statistical process control and process variability elimination and able to lead and coach production personnel in their understanding and use of such techniques.
6. Able to direct process troubleshooting by using own technical support scientists/engineers or production personnel.
7. Will report to a Function Manager responsible for Technical Support and possibly also Process Development.
8. Position may be used as a personal development role for potential production Plant Managers and therefore may stand in for Plant Manager on occasions.
9. May or may not be responsible for the Performance Management of a group of Scientists/Engineers (at both Entry and Development levels) and Technicians.

Education & Experience

BSc or MSc in appropriate science (or engineering) discipline

May hold PhD

Membership of appropriate professional bodies

Chemical Industry Salary & Benefits Survey

Engineers

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.91.01	Entry Level/New Graduate Engineer
10.91.02	Engineer
10.91.03	Senior Engineer
10.91.04	Principal Engineer
10.91.05	Consultant Engineer
10.91.06	Senior Consultant Engineer

NOTES:

For each match at any of the above levels of Engineer, please indicate the discipline which applies to the individual job holders:

1 = Chemical

2 = Mechanical

3 = Electrical

4 = Instrument

5 = Other

In the survey output, where there is sufficient data, we will show analysis for all engineers, then broken down by the above disciplines.

Chemical Industry Salary & Benefits Survey

10.91.01 **Entry Level/New Graduate Engineer**

Survey Level 9

Alternative Title/s Assistant Engineer
Junior Engineer
Professional Entry Level Engineer

Knowledge/Skills/Experience

1. Job matches here should be new graduates or equivalent, i.e. non-graduates with appropriate technical qualifications and experience
 2. May be working towards relevant professional qualification
 3. Depends on others for instruction, guidance and direction
 4. Able to execute small implementations and modifications without supervision
 5. Contributes to larger projects/tasks with close supervision
 6. Up to 2 years' relevant experience
-

10.91.02 **Engineer**

Survey Level 8

Alternative Title/s Assistant Graduate Engineer
Professional Development Level Engineer

Knowledge/Skills/Experience

1. Graduate or equivalent
2. May have, or be working towards, post-graduate qualification
3. Demonstrates competence in own area
4. Typically works with moderate guidance in own area of knowledge
5. Cross-functional work may be required
6. May be required to work with engineers outside of the company, e.g. customer's engineers
7. Able to take responsibility for own work
8. Typically 2-4 years' relevant experience

Chemical Industry Salary & Benefits Survey

10.91.03 **Senior Engineer**

Survey Level 7

Alternative Title/s Chartered Engineer
Professional Established Level Engineer

Knowledge/Skills/Experience

1. Graduate/post-graduate or equivalent in appropriate discipline
 2. Experienced, fully competent in own area
 3. Completes own role independently or with minimal supervision/guidance
 4. May share own expertise with others or provide informal guidance and support to others
 5. Able to take a technical lead in project work, investigations and feasibility studies; able to direct work of more junior engineers
 6. In-depth understanding of projects and processes
 7. Likely to have had a minimum of 4 years' relevant experience
 8. Job holders will be highly competent in their own discipline/functional area but are unlikely to command company-wide or external recognition
 9. At this level careers of competent job holders may stabilise
-

10.91.04 **Principal Engineer**

Survey Level 7

Alternative Title/s Senior Chartered Engineer
Senior Professional Established Level Engineer

Knowledge/Skills/Experience

1. Recognised expertise in own area within the organisation
2. Shares expertise with colleagues and others; offers mentoring and guidance
3. Experienced, fully competent in own area
4. Acts as key contributor in a more complex/critical environment
5. May co-ordinate activities of others/the team
6. Active problem solver
7. Demonstrates creativity and leadership skills
8. Contributes positively to functional/company policy
9. Flexible in approach to work
10. Is a lead contributor individually and as a team member
11. Provides direction for others
12. Extensive relevant working experience

Chemical Industry Salary & Benefits Survey

10.91.05 **Consultant Engineer**

Survey Level 6

Alternative Title/s Section/Team Leader
Lead Engineer

Knowledge/Skills/Experience

1. Recognised expertise in own area within the organisation
 2. Likely to be recognised as an expert in the wider industry community in the UK
 3. Shares expertise with colleagues and others; offers mentoring and guidance
 4. Is a lead contributor individually and as a team member
 5. Provides direction for others
 6. Commercial and legal awareness
 7. Understanding of business processes
 8. Typically a line manager for a skill group
 9. Job holders are likely to have had progressive experience with increased responsibilities in the company or a similar company with at least 2 years' management experience
-

10.91.06 **Senior Consultant Engineer**

Survey Level 5

Alternative Titles Section Manager
Principal Consultant

Knowledge/Skills/Experience

1. Recognised expertise in own area within the organisation
2. Recognised authority both internally and externally
3. Likely to have industry-wide, international recognition
4. Operates without supervision in a complex environment
5. Company-wide impact/influence
6. Can provide strategic vision across business
7. Management of work groups across multiple disciplines within a functional area or covering more than one functional area or may be a very, highly skilled technical specialist
8. Extensive experience gained through working at levels of increasing responsibility

Chemical Industry Salary & Benefits Survey

Miscellaneous

In each job, the survey code for each job is shown followed by the survey job title.

Job Number	Job Title
10.95.01	Maintenance Planning Technician
10.95.02	Trainer/Assessor

Chemical Industry Salary & Benefits Survey

10.95.01 **Maintenance Planning Technician**

Survey Level 8

Typical Responsibilities

1. To plan day-to-day planned maintenance tasks using work order systems.
2. To receive stock and direct orders into stores and to place in appropriate locations, and into stock system.
3. To monitor stock levels and replenish as needed. To obtain engineering items in support of planned maintenance activity.
4. To manage plant stores to ensure that critical and high usage items are available when required in order to minimise plant down time and procurement costs.
5. To carry out integrity checks of lifting equipment, access equipment and special tools.
6. May be deputy responsible person for lifting operations on site.

Education & Experience

Recognised engineering apprenticeship, HNC/NVQ (Level 3) or City & Guilds
Time served mechanical technician with experience in a chemical/process plant
Familiar with maintenance of typical process equipment
Good knowledge of relevant security, health, safety, environmental and regulatory requirements

Chemical Industry Salary & Benefits Survey

Production

In each job, the survey code for each job is shown followed by the survey job title.

The Production section is in a different format from the rest of the survey due to taking account of shift patterns (see guide at front of job descriptions booklet for details) and the print-out is in a separate survey.

Please note that in this section, the jobs have levels which are distinct from the levels in the rest of the survey. These levels are also shown for guidance in the job description.

Job Number	Job Title
20.10.01	Process Operator Level 1
20.10.02	Process Operator Level 2
20.10.03	Process Operator Level 3
20.10.04	Process Operator Level 4
20.20.01	Craftsperson Level 1
20.20.02	Craftsperson Level 2
20.20.03	Craftsperson Level 3
20.20.04	Craftsperson Level 4
20.30.01	Laboratory Technician Level 1
20.30.02	Laboratory Technician Level 2
20.30.03	Laboratory Technician Level 3
20.30.04	Laboratory Technician Level 4
20.40.01	Warehouse Operator Level 1
20.40.02	Warehouse Operator Level 2
20.40.03	Warehouse Operator Level 3
20.40.04	Warehouse Operator Level 4
20.50.01	Plant Supervision Level 1
20.50.02	Plant Supervision Level 2
20.50.03	Plant Supervision Level 3
20.50.04	Plant Supervision Level 4
20.50.05	Craft Supervisor
20.50.06	Laboratory Supervision Level 1
20.50.07	Laboratory Supervision Level 2
20.50.08	Warehouse/Stores Services Supervisor
20.50.09	Plant Support Engineer
20.50.10	Plant Support Engineer (Control Systems)
20.60.01	Inspection Engineer
20.60.02	Senior Inspection Engineer
20.60.03	Inspection Engineer Team Leader
20.60.04	Construction Supervisor
20.60.05	Process Maintenance Technician
20.60.06	Emergency Responder

Chemical Industry Salary & Benefits Survey

20.10.03

Process Operator Level 3

Alternative Title/s

Process Technician

Typical Responsibilities

1. Operates with a minimum of direct supervision possibly reporting to an Operations Supervisor on days.
2. Requisitions process raw materials and engineering maintenance parts from stores.
3. Will maintain process control charts and will use the data on these charts to maintain the process within set limits.
4. Able to problem solve and troubleshoot.
5. May perform 'in process' analytical function. Proficient in such techniques as HPLC, NIR and Gas Chromatography.
6. Will carry out scheduled preventative maintenance procedures for plant and first line breakdown maintenance.
7. Able to operate several complex processes.

Education & Experience

Units and elements of Process Operations NVQ Level 3

Some units and elements of Process Maintenance NVQ Level 2

It is anticipated that in order to gain the NVQ qualifications, the job holder will have several years' experience in the job

Trained in GMP and GLP

Chemical Industry Salary & Benefits Survey

20.10.04

Process Operator Level 4

Alternative Title/s

Process Technician

Typical Responsibilities

1. Operates as a member of a self-directed work team; absolute minimum supervision.
(Please note that this is a key differentiator for this job from the Level 3 job.)
2. Requisitions process raw materials and engineering maintenance parts from stores.
3. Is able to monitor process using statistical process control techniques.
4. Is able to problem solve and troubleshoot process problems.
5. Will perform 'in process' analytical function. Uses techniques such as HPLC, NIR and Gas Chromatography, etc.
6. Will carry out scheduled preventative maintenance procedures for plant.
7. Will carry out straight forward first line breakdown maintenance, e.g. replacing pumps, valves, instruments, etc.
8. Is able to operate several complex processes.
9. Writes standard operating procedures.

Education & Experience

Units and elements of Process Operations NVQ Level 3

Units and elements of Process Maintenance NVQ Level 2

City and Guilds 060 Chemical Plant Operations Parts I, II and III

Trained in GMP and GLP

It is anticipated that in order to gain the NVQ qualifications, the job holder will have several years' experience in the job

Chemical Industry Salary & Benefits Survey

20.20.02

Craftsperson Level 2

Alternative Title/s

Technician

Typical Responsibilities

1. Operates with some direct supervision.
2. Is multiskilled so can perform:
 - a) the full range of mechanical tasks including fitting, welding, rigging, pipe fitting **OR**
 - b) the full range of electrical and instrument tasks including 415 volt electrics, instrument calibration, maintenance and troubleshooting **OR**
 - c) complex tasks associated with main core skill (mechanical or electrical/instrument) and non-complex tasks in the other skill area, e.g. a mechanical craftsperson would be able to perform non-complex electrical/ instrument tasks.
3. Will have some process appreciation.
4. Will work as a member of an engineering team or as part of a process manufacturing team but doing engineering work only.
5. A highly skilled, single skilled craftsperson may be matched here.

Education & Experience

Process Maintenance NVQ Level 3 or/and City and Guilds Apprenticeship
Likely to have had approximately 2/3 years' experience

Chemical Industry Salary & Benefits Survey

20.20.03

Craftsperson Level 3

Alternative Title/s

Technician
Senior Technician

Typical Responsibilities

1. Operates with minimum of direct supervision.
2. Orders own engineering maintenance spares.
3. Designs engineering maintenance schedules.
4. **Either**
 - i) Is multiskilled so can perform:
 - a) full range of mechanical tasks including fitting, welding, rigging, pipe fitting
 - b) full range of electrical and instrument tasks including 415 volt electrics, instrument calibration, maintenance and troubleshooting
 - c) complex tasks associated with main core skill (mechanical or electrical/instrument) and non-complex tasks in the other skill area, e.g. a mechanical craftsperson would be able to perform non-complex electrical/instrument tasks
 - ii) Has developed some specialist engineering knowledge, e.g. PLC programming, condition monitoring, etc.
 - iii) Will work as a member of specialist engineering team.
 - iv) Will have some process appreciation.

OR

 - i) Is multiskilled so can perform:
 - a) full range of mechanical tasks including fitting, welding, rigging, pipe fitting
 - b) full range of electrical and instrument tasks including 415 volt electrics, instrument calibration, maintenance and troubleshooting
 - c) complex tasks associated with main core skill (mechanical or electrical/instrument) and non-complex tasks in the other skill area, e.g. a mechanical craftsperson would be able to perform non-complex electrical/instrument tasks
 - ii) Will work as a member of an integrated process manufacturing team and will operate the process as a qualified Process Operator. Will perform craft tasks during down time periods.
5. A highly skilled, single skilled craftsperson may be matched here.

Education & Experience

Process Maintenance NVQ Level 3 and/or City & Guilds apprenticeship

HNC or equivalent in craft skills

Will have necessary experience to do job competently

For integrated process role - some units/elements of Process Operations NVQ Level 2

Chemical Industry Salary & Benefits Survey

20.20.04

Craftsperson Level 4

Alternative Title/s

Senior Technician

Typical Responsibilities

1. Operates as member of self-directed work team. *(Please note this is a key differentiator for this job.)*
2. Orders own engineering maintenance spares.
3. Designs engineering maintenance schedules.
4. Writes preventative maintenance procedures.
Either
 - i) Is dual skilled - has substantial training in both mechanical and electrical/instrument work
 - ii) Has developed specialist engineering knowledge, e.g. PLC programming, condition monitoring, etc.
 - iii) Will work as member of specialist engineering team.
 - iv) Will have some process appreciation.**OR**
 - i) Is multiskilled so can perform:
 - a) full range of mechanical tasks including fitting, welding, rigging, pipe fitting
 - b) full range of electrical and instrument tasks including 415 volt electrics, instrument calibration, maintenance and troubleshooting
 - ii) Will work as a member of an integrated process manufacturing team and will operate the process as a qualified Process Operator. Will perform craft tasks during down time periods
5. A highly skilled, single skilled craftsperson may be matched here.

Education & Experience

Process Maintenance NVQ Level 3 and/or City & Guilds apprenticeship

Must have HNC for pure craft role

Will have necessary experience to do job competently

For integrated process role - some units/elements of Process Operations NVQ level 3

Chemical Industry Salary & Benefits Survey

20.30.03

Laboratory Technician Level 3

Typical Responsibilities

1. Operates with a minimum of direct supervision. Reports to a Laboratory Supervisor with degree or MSc responsible for several teams or cells of Laboratory Technicians at levels 1, 2 and 3.
2. Performs routine and non-routine analysis.
3. Able to troubleshoot assay problems.
4. Able to apply statistical process control methods to routine laboratory assay workload.
5. Able to rectify simple laboratory equipment problems.
6. Familiar with a broad range of laboratory techniques.
7. Member of a laboratory team or cell.

Education & Experience

Job holders must have HNC or equivalent in analytical chemistry
Likely to have had up to 5 years' appropriate experience
Trained in GMP and GLP

20.30.04

Laboratory Technician Level 4

Typical Responsibilities

1. Senior member of a self-directed Laboratory Team or Cell. Reports ultimately to Laboratory Supervisor with degree or MSc responsible for several teams or cells of Laboratory Technicians at levels 1, 2 and 3. *(Please note this is **NOT** a people supervisor role.)*
2. Operates without supervision.
3. Responsible for team administration.
4. Performs non-routine analysis and has in-depth understanding of analytical science so as to be able to interpret results.
5. Able to troubleshoot assay problems.
6. Able to apply statistical process control methods to routine laboratory assay workload.
7. Writes laboratory operating procedures.
8. Familiar with a broad range of laboratory techniques.
9. Will monitor and check work of less experienced Laboratory Technicians.
10. Able to carry out first line repair of laboratory equipment and diagnose when to call in specialist service engineers.

Education & Experience

Job holders must have HNC or degree in analytical chemistry
Appropriate experience
Trained in GMP and GLP
Requires in-depth understanding of issues that arise in interpreting results

Chemical Industry Salary & Benefits Survey

Warehouse Operators

20.40.01 Warehouse Operator Level 1

Typical Responsibilities

1. Operates as a member of a warehouse team but requires direct supervision.
2. Is able to perform a range (but not all) warehouse functions, e.g. goods receipt, warehousing, cycle counting, pick pack and goods despatch.
3. Is able to use some warehouse administration systems and complete necessary documentation.
4. Is able to drive fork lift trucks.

Education & Experience

Likely to have had approximately 2/3 years' experience
Understanding implications of GMP for warehouse operations

20.40.02 Warehouse Operator Level 2

Typical Responsibilities

1. Operates as a member of a warehouse team but requires some supervision.
2. Is able to perform the complete range of warehouse functions through goods receipt, warehousing, cycle counting to pick pack and goods despatch.
3. Is able to use some warehouse administration systems and complete necessary documentation.
4. Is able to dispense material accurately for production plants.
5. Is able to drive fork lift trucks.

Education & Experience

Likely to have had up to 5 years' experience
Understanding implications of GMP for warehouse operations

Chemical Industry Salary & Benefits Survey

20.40.03

Warehouse Operator Level 3

Typical Responsibilities

1. Operates as a member of a warehouse team with minimal supervision.
2. Is able to perform the complete range of warehouse functions through goods receipt, warehousing, cycle counting to pick pack and goods despatch.
3. Is familiar with a range of warehousing administration systems, e.g. MMII, in-house computerised stock control systems, stock location systems, bar code identification systems, etc., and is able to complete all necessary documentation.
4. Is able to perform sampling and routine analytical testing on incoming materials as required.
5. Is able to dispense materials accurately for production plants.
6. Is able to drive fork lift trucks.

Education & Experience

NVQ Level 2 warehousing

Likely to have had up to 5 years' experience

Understands implications of GMP for warehouse operations

20.40.04

Warehouse Operator Level 4

Typical Responsibilities

1. Operates as a member of a self-directed work team.
2. Is able to perform the complete range of warehouse functions through goods receipt, warehousing, cycle counting to pick pack and goods despatch.
3. Is familiar with a range of warehousing administration systems, e.g. MMII, in-house computerised stock control systems, stock location systems, bar code identification systems, etc., and is able to complete all necessary documentation.
4. Is able to perform sampling and routine analytical testing on incoming materials as required.
5. Is able to do simple interrogation of computer systems.
6. Is able to dispense materials accurately for production plants.
7. Is able to drive fork lift trucks.
8. Is able to write warehouse standard operating procedures.

Education & Experience

NVQ Level 2 warehousing

Likely to have had considerable relevant warehousing experience

Understands implications of GMP for warehouse operations

Chemical Industry Salary & Benefits Survey

Supervision

20.50.01

Plant Supervision Level 1

Typical Responsibilities

1. Reports to Product/Manufacturing Manager or Level 4 job.
2. Will be responsible for one plant or facility.
3. Will normally work shifts but may work days.
4. Responsible only for process production.
5. Responsible for a team of Process Operators.
6. Responsible for discipline and maintaining production schedules.
7. Will write standard operating procedures.
8. Familiar with materials management systems.
9. Will carry out performance appraisal of Process Operators and Craftspeople in the team.

Education & Experience

Will probably be a Certified Process Operator (CPO)
Likely to have had up to 5 years' experience
Normally will have been a Process Operator or Craftsperson

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20.50.02

Plant Supervision Level 2

Typical Responsibilities

1. Reports to Production/Manufacturing Manager or Level 4 job.
2. May be responsible person on site out of hours where site is small (shift positions).
3. Will be responsible for one plant or facility.
4. Will normally work shifts but may work days.
5. Responsible for process production and process maintenance.
6. Responsible for a team of Process Operators and Process Craftspeople.
7. Responsible for discipline and maintaining production schedules.
8. Will write standard operating procedures or maintenance procedures.
9. Familiar with materials management systems, e.g. MMII, and product scheduling.
10. Will carry out performance appraisal of Process Operators and Craftspeople in the team.

Education & Experience

ONC or equivalent with process or craft background
Likely to have had up to 5 years' experience
Normally will have been a Process Operator or Craftsperson

Note

Some companies use these positions for graduate trainee Production Managers - please exclude such candidates from the survey as they are normally only passing through the job in 2 years or so.

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20.50.03

Plant Supervision Level 3

Typical Responsibilities

1. Reports to Production/Manufacturing Manager.
2. Is site responsible person outside normal hours (shift positions).
3. May be responsible for more than one plant or facility.
4. Responsible for process production, process analytical function and process maintenance.
5. Responsible for team of Process Operators, Craftspeople and possibly Laboratory Analysts.
6. Responsible for discipline and maintaining production schedules.
7. Will write standard operating procedures or maintenance procedures.
8. Familiar with materials management systems, e.g. MMII, and product scheduling.
9. Will carry out performance appraisal of Process Operators and Craftspeople in the team.
10. Will work shifts or will be day based.

Education & Experience

HNC or equivalent with process or craft background
Likely to have had considerable appropriate experience
Normally will have been a Process Operator or a Craftsperson

Note

Some companies use these positions for graduate trainee Production Managers - please exclude such candidates from the survey as they are normally only passing through the job in 2 years or so.

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20.50.04

Plant Supervision Level 4

Alternative Title/s

Plant Manager

Typical Responsibilities

1. Reports to Production/Manufacturing Manager who will be a member of the site management team. Will be responsible for more than one plant or facility.
2. May or may not work shifts.
3. If works shifts, will be site responsible person out of hours.
4. Will have responsibility for process production including 'in process' testing as well as process maintenance.
5. Will ensure production schedules are met and that plants run within expense budgets.
6. **EITHER**
Will be responsible for teams of shift Supervisors (see Level 2 or Level 1 job) who in turn are responsible for groups of Process Operators/Craftspeople.
OR
Will be responsible directly for several self directed work groups of Process Operators/ Craftspeople/Laboratory Analysts.
7. Will carry out performance appraisal of Supervisors if responsible for Supervisor groups.
8. Familiar with materials management systems, e.g. MMII, and product scheduling.

Education & Experience

Science or Engineering Degree or equivalent
Likely to have had up to 5 years' experience

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20.50.05

Craft Supervisor

Typical Responsibilities

1. Provides first line supervision and organisation of time served Craftspeople and Labourers.
2. May supervise the workgroup on an hour by hour basis through working Chargehands.
3. Reports to the Maintenance Manager.

Education & Experience

Time served Craftsperson

Educated to HNC level

Likely to have had considerable experience prior to appointment

Exceptionally may be educated to ONC level with longer relevant working experience

20.50.06

Laboratory Supervision Level 1

Typical Responsibilities

1. This is a traditional supervision role - responsible for the management, training and workload allocations of a team of Laboratory Technicians (up to 10), some of whom may be working on a continuous shift basis. Laboratory Technicians will be at levels 1, 2 and 3 of the Laboratory Technician job description included in this survey.
2. Will be responsible for conformance to schedule for own laboratory function in terms of assaying intermediate or final product samples and maintaining lead times possibly in an MRPII environment.
3. Will report to a supervisor level 2 (see next job description) or laboratory function (quality control) manager.

Education & Experience

Educated to HNC level

Likely to have had considerable experience of analytical laboratory work

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20.50.07 **Laboratory Supervision Level 2**

Alternative Title/s Laboratory Section Head or Leader

Typical Responsibilities

1. Responsible for the management, workload allocations and conformance to schedule of 2/3 laboratory teams/cells comprising 20-30 Laboratory Technicians/Supervisors Level 1.
2. Will report to the site Quality Manager.
3. Will be responsible for the business plans, expense budgets, etc., for the laboratory teams/cells under his/her control.

Note

In smaller companies the job holder may have direct responsibility for the management of Technicians.

Education & Experience

Educated to degree, MSc or possibly PhD level in chemistry or analytical chemistry
Likely to have had at least 2/3 years' experience in Laboratory Supervisor positions

20.50.08 **Warehouse/Stores Services Supervisor**

Typical Responsibilities

1. Supervises and organises the day to day operation of the services work group.
2. Ensures the correct storage and distribution of incoming and outgoing materials and handling of inputting/documentation.
3. May have one or more working Chargehands reporting.

Education & Experience

Educated to HNC level or equivalent
Likely to have had considerable working experience prior to appointment
Exceptionally may be educated to ONC level with longer relevant working experience

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20.50.10

Plant Support Engineer (Control Systems)

Alternative Title/s

Control Support Engineer
Instrumentation Support Engineer
Automation Engineer

Typical Responsibilities

1. Ensure adequate operation of automation systems in a production area.
2. Develop solutions that meet user requirements through the design and configuration and validation of control systems.
3. To administer effective use of the systems (including documentation, security, backup and recovery).
4. Train end users in the effective use of systems and work with production teams to ensure that they fully benefit from the control systems.
5. Identify and project manage any improvement initiatives.

Education & Experience

Relevant degree

Computer system validation and/or knowledge of regulatory requirements for control and operation of computer systems within a regulated environment

Knowledge of industry standards (e.g. S88, S95, GAMP)

DeltaV (or equivalent DCS) system training and/or AspenTech (or equivalent)

Knowledge of field instrumentation and/or Fieldbus

Knowledge of typical IT architecture, platforms and networks

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Specialist

20.60.01

Inspection Engineer

Typical Responsibilities

1. To develop, deliver and sustain a mechanical asset inspection service to the site.
2. To contribute as required to the strategy and capability of the site to comply with the law and contribute to company business goals for integrity, reliability, timing and value.
3. To maintain and improve skill and capability by using current inspection strategies and techniques.
4. To deploy a wide range of traditional and advanced non-destructive techniques to suit the assets' deterioration mechanisms.
5. To contribute to the delivery of compliance with the accredited inspection quality system for both routine inspections and several substantial remediation projects across the site.
6. To work with contract personnel as required.

Education & Experience

Engineering Technician as defined by Engineering Council or equivalent (e.g. appropriate ONC with relevant experience, NVQ Level III)

A minimum of 5 years' experience within a relevant discipline with at least one year spent working within an engineering discipline associated with the in-service inspection of pressure systems.

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20.60.02

Senior Inspection Engineer

Typical Responsibilities

1. To develop, deliver and sustain a mechanical asset inspection service to the site.
2. To contribute to the strategy and capability of the site to comply with the law and contribute to company business goals for integrity, reliability, timing and value.
3. To maintain and improve skill and capability by using current inspection strategies and techniques.
4. To deploy a wide range of traditional and advanced non-destructive techniques to suit the assets' deterioration mechanisms.
5. To contribute to the delivery of compliance with the accredited inspection quality system for both routine inspections and several substantial remediation projects across the site.
6. To work with contract personnel as required.
7. To oversee work of more junior Inspection Engineers.

Education & Experience

Incorporated Engineer as defined by Engineering Council or equivalent (e.g. appropriate HNC with relevant experience, NVQ Level IV Engineering)

At least 5 years' experience within a relevant engineering discipline with at least one year spent working within an engineering discipline associated with in-service inspection of pressure systems.

20.60.03

Inspection Engineer Team Leader

Typical Responsibilities

1. To supervise the work of a team developing, delivering and sustaining a mechanical asset inspection service to the site.
2. To contribute to the strategy and capability of the site to comply with the law and to ensure that the team complies. To contribute to company business goals for integrity, reliability, timing and value.
3. To ensure that the team members maintain and improve their skills and capabilities by using current inspection strategies and techniques. To ensure that own skills are compliant.
4. To supervise the deployment of a wide range of traditional and advanced non-destructive techniques to suit the assets' deterioration mechanisms.
5. To ensure that the team delivers compliance with the accredited inspection quality system for both routine inspections and several substantial remediation projects across the site.
6. To supervise contract personnel as required.

Education & Experience

Chartered Engineer as defined by the Engineering Council or equivalent (e.g. appropriate degree with relevant experience, NVQ Level V Engineering)

At least 3 years' experience within an engineering discipline associated with in-service inspection of pressure systems.

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20.60.04

Construction Supervisor

Typical Responsibilities

1. To lead the field execution of project and remediation work in the Infrastructure area.
2. To deliver the construction phase of projects to achieve HSE goals and ensure cost, time and technical performance targets are met.
3. To assess construction supervision team requirements using available data and adjust resources accordingly by sharing or recruiting.
4. To deliver construction programme in line with company standards and compliant with applicable regulatory standards.
5. To deliver construction programme in accordance with generic asset specific procedures and interfaces such as inductions, incident reporting, adherence to site standards, review of method statements and interface with asset work control and planning.
6. To ensure work is controlled safely and effectively managed including performance of daily site audits and safety audits plus lifting compliance.
7. To conduct progress meetings.
8. To organise and carry out assurance audits, e.g. on Lifting, Asbestos Compliance and any other provisions of the construction HSE plan or asset specific requirements.
9. To direct, control and motivate 3rd party contractors as necessary.
10. To provide accurate as built information and quality control compliance.

Education & Experience

Job holders are likely to have had long experience of Mechanical Supervision in an appropriate sector
Experience of working in 3rd Party Construction companies and contractor management
Working knowledge of CDM Regulations
Understanding of cost and schedule management
Technical knowledge relevant to own discipline including an understanding of legislative requirements

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20.60.05

Process Maintenance Technician

Typical Responsibilities

1. To execute all control of work activities resulting from execution of the asset strategy and day operation activities to achieve the asset safety and reliability targets.
2. To deliver control of work activities in accordance with all site and legislative requirements and implement audits to ensure compliance.
3. To prepare asset equipment for maintenance and project activities.
4. To deliver routine checks and activities as per procedures and standards to support required asset safety and reliability performance.
5. To deliver the interface between shift equipment release activities and all maintenance service providers to drive efficient delivery of the asset maintenance/project/turnaround improvement (TAR) plans.
6. To provide clear communication on all matters of control of work with Plant and Control Room Technicians.
7. Ensure all contract personnel adhere to Site/Asset safety requirements.
8. To provide asset control of work/process release expertise to TAR and project planning organisations.
9. To produce process release work packs as required.

Education & Experience

Significant direct asset operating/supporting experience
Detailed knowledge of plant shutdown and release procedures/activities
Working knowledge of maintenance activities
Expertise in the maintenance work flow process
Strong knowledge of site operating standards/procedures and relevant HSE legislation

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20.60.06

Emergency Responder

Typical Responsibilities

1. To attend emergency incidents and act in a competent and controlled manner irrespective of incident type (Fire/Rescue/Gas Leaks/Explosions/Pollution/Accident). As required, to render first aid and provide security support.
2. To attend special service calls and provide support for operational units as required, e.g. provide cooling water for process, test drainage systems, etc.
3. To deliver care and maintenance programme on company owned breathing apparatus.
4. To deliver fire extinguisher maintenance programme and to maintain equipment records.
5. To test site firefighting installations, e.g. hydrants, deluge systems, foam systems, steam rings, CO₂ systems and fire alarms.
6. To provide training support in the training of contractor and works personnel in breathing apparatus and fire extinguishers.
7. To be aware of responses to hazards in each area by ongoing shift training. To participate in operational shift exercises.
8. To inspect site fire and safety hazards. To report any such hazards to line management.
9. To provide emergency response support to the site turnaround programme.
10. To assist at accidents as required.
11. To provide support for security related incidents as required.
12. To maintain high standard of integrity in emergency response vehicles and mobile equipment.
13. General housekeeping duties on fire station related buildings and the fire training ground.

Education & Experience

3 month Fire Training College course in basic firemanship – 2 years of probationary duties and not less than 2 years as a passed firefighter

JOIFF Diploma

LGV driving licence

Knowledge of fire chemistry and chemical and physical properties

First Aid trained

Principles and operation of automatic fire and gas detector systems

A thorough knowledge of all complex areas, operating principles, equipment and hazards

Computer skills to cover routine activities