



Job Description

1. JOB INFORMATION

JOB TITLE:	Food Safety and Quality Manager
BAND:	4
DEPARTMENT:	Technical
REPORTS TO:	Senior Food Safety and Quality Manager
RELIEF:	Shift role will be picked up by an alternative QA Manager if available, or their auditor where not. Other responsibilities will be picked up by / delegated by, the technical manager.
LOCATION: :	Each Moy Park Site

2. JOB PURPOSE

Full responsibility for advising on all technical aspects of factory production and its environment on relevant shifts, ensuring that all products meet Customer and legal requirements, particularly for food safety. Working with factory team to drive continuous improvement.

3. RESPONSIBILITIES

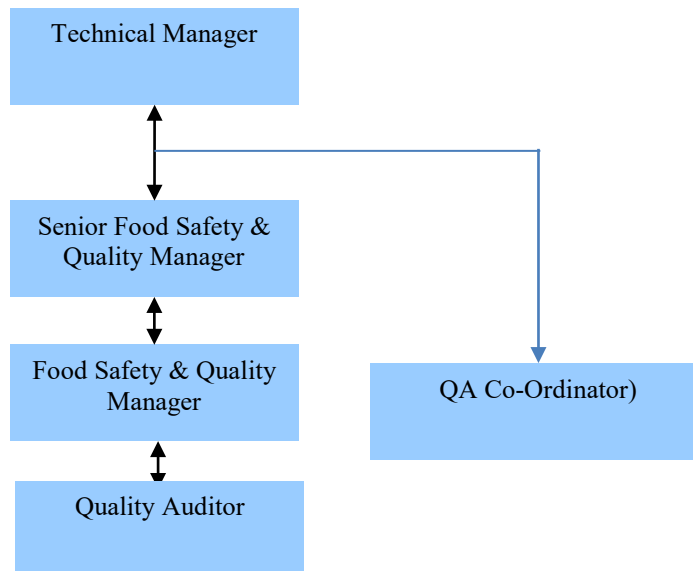
3.1 FINANCIAL

Commercial awareness of actions.

3.2 STAFF

1 or more direct reports (QAs) dependent on site

3.3 ORGANISATIONAL STRUCTURE / REPORTING LINE





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4. DUTIES/ RESPONSIBILITIES

- Successful new product / process introduction through specifications, product information, reference samples, photographs, Use By schedules, proofing Specs, etc.
- Design, implementation, maintenance and continuous improvement of HACCP based Quality Management System, including recording, storing and retrieval of records to demonstrate product quality, consistency and due diligence using industry best practice, customer best practice, BRC, Third Party / Legislative requirements / recommendations.
- Monitoring of factory cleaning and housekeeping and hygiene standards through first hand auditing on the factory floor, analysis of Audit Reports and development of action strategies as a result of repeated / trending of non-conformances. Contribution to cleaning specification development.
- Corrective action and control of non-conforming ingredients / product, products under hold, reject and returns and speed of action and problem solving.
- Provide technical guidance, training and support to other departments, developing awareness and understanding of technical issues.
- Responsible for the management of line Technical Staff, to include recruitment and selection, training and development, performance monitoring, counselling and disciplining.
- Product / process / environmental improvements to meet Customer and legislative requirements and progress against internal KPIs
- Daily reporting for the operation team, providing relevant information to facilitate problem solving and continuous improvement.
- Liaise with Customers / Statutory Bodies during factory visits and audits providing information required and implementing corrective action where necessary (Management of Next Steps) and the compilation of response reports.
- Analysis of microbiological and chemical results / trends and determination of corrective action / preventative measures as required and response to Customer Out of Specification reports.
- Participation in the internal, independent auditing team as required.
- Management of serious incidents and corrective actions / preventative measures.
- Crisis Management (testing the system).
- Water Quality Management.
- To work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.
- Any other duties as may be required to fulfil the needs of the position.

5. MEASURABLE OUTPUTS

- To ensure all staff are fully trained and accountable
- Coordinate customers report within the required deadlines
- Ensure deadlines are met with customers and teams.
- Attend and support customer visits and write reports accurately which reflects the detail of the visit.
- Implement long-term actions to reduce issues
- Be project leader as necessary. (complaint reduction, GSOP implementation,)



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6. HEALTH AND SAFETY RESPONSIBILITIES

- Take reasonable care the Health and Safety of yourself and others who may be affected by your actions.
- To be responsible for driving Health and Safety in your area of responsibility including (not exhaustive) compliance, reporting, investigation, improvement, training etc
- Work in a safe manner and observe the Company Health and Safety Rules and Procedures.
- Cooperate with Managers and other personnel of the Company to achieve a healthy and safe workplace environment.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare or yourselves or your work colleagues.
- To comply with safe systems of work at all times.

7. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential	Desirable
<ul style="list-style-type: none"> • Good level of education. • Experience in similar FMCG food industry, including auditing experience. • Excellent communication, interpersonal, negotiation, and organisational skills. • Team leadership qualities and personal development skills. • Initiative, self-motivated, well organised and assertive. • Logical approach, excellent problem solving and decision making skills. • Report writing and procedural writing skills. • Able to demonstrate a good record of achievement. 	<ul style="list-style-type: none"> • 3rd level qualification in relevant discipline. • Working knowledge of ISO 9000; BRC standard, HACCP, Food Legislation, and Food Hygiene. • Training, project management and coaching skills. • Able to demonstrate experience in establishing & maintaining relationships with Customers, external contacts, management colleagues etc. • Advanced Diploma in Applied HACCP Principles. • Advanced Food Hygiene • Internal Auditing

	DATE:
JOB HOLDER:	
MANAGER:	
HUMAN RESOURCES MANAGER:	

Note:

This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Moy Park reserves the right to vary duties and add duties as they see necessary.