

Title:

Quality Assurance Advisor.

Company:

The Tatua Co-operative Dairy Company Limited.

Purpose of Role:

To assist the continued application and ongoing improvement of Quality & Food Safety Management Systems (Q&FSMS) to ensure these systems are 'Fit for Purpose' and comply with relevant regulatory, statutory & customer and company requirements.

Reporting Relationships:

Reports to:

Quality Assurance Lead.

Direct Reports:

None.

Key Relationships:

Technical Services staff

Relevant department staff

Business Unit Managers and Marketing Co-ordinators

Laboratory

Relevant regulatory agencies including Ministry for Primary Industries and Asure Quality.

Authorities & Financial Responsibilities:

None

Key Result Areas (KRAs):

KRAs:	Measures:
NON-CONFORMITY MANAGEMENT	<ul style="list-style-type: none">• Lead the investigation of NCs and verify the corrective actions to confirm effective solutions• Assist & coach company staff to enable appropriate investigations of non-conforming situations• Manage non-conforming product (includes grading decisions and recommendations for disposition).
PRE-REQUISITE PROGRAMMES & HAZARD ANALYSIS AND CRITICAL CONTROL POINT STUDIES	<ul style="list-style-type: none">• Ensure the 'relevant department' pre-requisite programmes (PRPs) and Hazard Analysis & Critical Control Point (HACCP) studies are developed in accordance with "Customer & Company Expectations & Best Practice" and comply with relevant regulatory & statutory requirements

Position Description **Quality Assurance Advisor**

	<ul style="list-style-type: none"> Assist the implementation of PRPs & HACCPs and ensure they remain current Work with 'relevant department' managers to ensure the site PRPs & HACCP studies are used to correctly manufacture 'Safe & Suitable' product.
RISK ASSESSMENT	Conduct risk assessments for all relevant aspects of departmental Q&FSMS (this includes but not limited to trials, design and change controls, HACCP reviews and returned material assessments etc)
AUDIT AND VERIFICATION ACTIVITIES	<ul style="list-style-type: none"> Conduct internal audits and verification planning activities as required Support Q&FSMS external audits.
TECHNICAL ADVICE	Provide technical advice on all aspects of the Company's Q&FSMS Systems.
REPORTING	Prepare reports for the following where required: <ul style="list-style-type: none"> Customer complaints Non-conformance 'Relevant department' Q&FSMS programme performance Other reports as required.
HEALTH & SAFETY	<ul style="list-style-type: none"> Promote safe work practices and a safe environment at all times Undertake all work in a safe manner and follow all company and workplace health and safety procedures Identify potential hazards and advise manager, supervisor or workplace H&S representative immediately Accurately report incidents and accidents to manager, supervisor or workplace H&S representative immediately Ensure contractors and visitors are compliant with Tatua's H&S work practices.

Definitions

'Relevant department' means the department documented in QA/SOP 5.3 Organisational Roles, Responsibilities and Authorities.

General:

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly

Key Skills / Knowledge / Experience Required:

Key Skills:

- Critical thinking.
- Problem solving with tenacity.
- Attention to detail
- Negotiation skills
- Planning and time management.
- Good written and verbal communication
- Analytical ability.
- Spreadsheet and word processing skills.

Position Description Quality Assurance Advisor

Knowledge:

- Understanding of relevant regulatory legislation e.g. Animal Products Act and associated notices & specifications.

Experience:

- Industry experience in a technical role (e.g. Laboratory, HACCP, Audit) in dairy or other food manufacturing operation.

Desirable Qualifications:

- BSc / BSc (Tech) / BTech / BTech (Food) or other science qualification
- Biological Sciences major

EMPLOYEE SIGNATURE DATE

MANAGER SIGNATURE DATE

This Position Description is a working document subject to review and change as required by Management

Office Use Only

Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
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