

Position Description

Quality Advisor – Cream Products

Title:

Quality Advisor - Cream Products

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To provide assurance to both Cream Products staff and customers through audit, inspection and other documentation activities that the management system deliver quality products and processes which are suitable for use.

Reporting Relationships:

Reports to:

Quality Advisor Lead – Cream Products

Direct Reports:

None

Key Relationships:

Production and Production Support Staff
Technical Services Staff including the laboratory
Business Managers and Marketing Co-ordinators
Product Development staff
Warehousing staff

Authorities & Financial Responsibilities:

None

Key Result Areas (KRAs):

KRAs:	Measures:
Management Systems	To assist in the continued development, maintenance and ongoing improvement of the Company's Risk and Quality Management Programmes with key Cream Products staff. This includes ensuring that these programmes reflect "Best Practice" and comply with customer expectations and relevant regulatory and statutory requirements.
Non-Conformity Investigation and Resolution.	To assist the Cream Products manufacturing departments with management systems deficiencies and to ensure manufacturing non conformances are subject to prompt appropriate corrective and preventative action(s) including those incidents that arise from customer complaints.

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Validation and Verification	To complete both validation and verification activities as required, in accordance with the requirements of the company's Quality Management Systems, Animal Products Act, regulation, specifications and notices.
Risk Assessment	To assist in conducting risk assessments on all aspects of change in relation to the Cream Products Risk Management Programmes (includes trial samples and commercial product).
Reporting	<p>To accurately prepare routine/non-routine reports as follows:</p> <ul style="list-style-type: none"> ▪ Risk Management Programme performance originating from management review process, non-conformance, customer quality questionnaires and complaints and audit & inspection activity; and ▪ Other reports as required.

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:

- Problem solving with tenacity.
- Investigative ability.
- Negotiation skills.
- Planning and time management.
- Good Written and Verbal Communication.
- Critical thinking.
- Analytical ability.
- Attention to detail.
- Spreadsheet and Word Processing skills.

Knowledge:

- Process Engineering
- Unit Operations
- Microbiology

Experience:

- Industry experience in Production environment (e.g. Engineering, HACCP, technical support) in dairy or other food manufacturing is preferred.

Desirable Qualifications:

- BSc / BSc (Tech) / BTech / BFoodTech or other science qualification

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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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