

# **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):**

<b>KRAs:</b>	<b>Measures:</b>
<b>Management Systems</b>	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.
<b>Non-Conformity Investigation and Resolution.</b>	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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<b>Validation and Verification</b>	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.
<b>Risk Assessment</b>	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).
<b>Reporting</b>	<p>To accurately prepare routine/non-routine reports as follows:</p> <ul style="list-style-type: none"> <li>▪ Risk Management Programme performance originating from management review process, non-conformance, customer quality questionnaires and complaints and audit &amp; inspection activity; and</li> <li>▪ Other reports as required.</li> </ul>

### **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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**Quality Advisor – Cream Products**

**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		
		( )						