

Title:

Quality Advisor – R&D

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To provide assurance that the quality management systems within the Development area deliver safe and suitable products, processes, and services.

Reports to:

R&D Manager

Direct Reports:

None

Key Relationships:

Principal Technologists, Senior Technologists, Technologists, Technical Officers
Business Managers, Business Development Managers, Account Managers, Marketing Coordinators
Compliance, Technical Support, Laboratory, Engineering, Production, Supply Chain and Warehouse staff
Ingredient and Equipment suppliers

Authorities & Financial Responsibilities:

None

Key Result Areas (KRAs):

KRAs:	Measures:
PRODUCT DEVELOPMENT QUALITY SYSTEMS	• Assist in the continued development, maintenance and ongoing improvement of the product development's quality and risk management programmes. • Convene R&D review and NPD gating processes • Prepare metrics for management review • Support integration of R&D needs into sitewide systems e.g. DMS, Sugar, LIMs • Identify opportunities for improvement and optimisation of R&D systems and processes

Position Description **Quality Advisor – R&D**

HAZARD CONTROL PLAN (HCP) STUDIES	• Develop and maintain HCP studies in accordance with “Customer Expectations/Best Practice” and comply with relevant regulatory and statutory requirements. • Implement studies across the product development department and ensure they remain current. • Work with product development staff to ensure the studies are embedded into day-to-day practices
STANDARD OPERATING PROCEDURES & RECORDS	• Ensure product development documentation (includes records) is developed, maintained and stored according to the Company’s documentation and record policies.
STAFF TRAINING	• Organise training on relevant aspects of the development quality and risk management programmes and ensure these are delivered on a regular basis, utilising internal and external training providers as appropriate. • Maintain development training records.
NON CONFORMITY MANAGEMENT	• Assist with the correct identification of the root cause of non-conforming situations within the development area • Implement corrective and preventative actions promptly • Verify that the corrective and preventative actions have been effective.
RAW MATERIAL	• Oversee new raw material and samples for dispatch procedures.
VALIDATION STUDIES/ASSETS	• Assist with validation studies of development processes (including shelflife studies and CIP validations) • Ensure pilot plant assets are hygienic and can produce safe and suitable products
QUALITY ADVICE	• Provide development staff with advice regarding quality & risk management systems. • Manage R&D representation for both internal and external audits
HEALTH & SAFETY	• Always promote safe work practices and a safe environment. • 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.

General:

- Follow any lawful and reasonable instructions from the employer
- Exercise skill, care, and integrity in all work.
- Be present, reliable, and committed to Tatua’s mission and values

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:

- Understanding of relevant regulatory legislation e.g. Animal Products Act, regulations, notices and specifications.

Experience:

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

Desirable Qualifications:

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

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

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