**Role Description & Person Profile**

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| **Role** |  |
| **Job title** | Site Compliance Coordinator |
| **Division** | ABN |
| **Department** | Production |
| **Location** | Cupar |
| **Team Structure**  Reports to, direct reports, etc**.** | Reports to Production Manager  Direct reports – N/A. Indirect – 4x Utility Operators |

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| **Description** |  |
| **Role Overview**  The contribution to achieving the overall business objective. Span of impact. Main purpose, focus of the role. | The Compliance Coordinator will ensure adherence to hygiene, quality, biosecurity, and feed safety standards across the feed mill operation. This role is responsible for implementing and maintaining compliance protocols, conducting regular audits, and leading initiatives to uphold a safe, compliant, and efficient feed mill. Key areas of focus include hygiene management, quality assurance, biosecurity practices, and feed safety. |
| **Role Objectives**  The key responsibilities and key accountabilities of role. (5 to 10 areas) | **Set and Maintain a Compliance Baseline:**   * Conduct comprehensive initial audits covering hygiene, quality, biosecurity, and feed safety, identifying any current gaps or areas for improvement. * Develop a detailed compliance plan with timelines and action steps to meet both company and regulatory standards, aiming for full compliance within a set timescale.   **Strengthen Feed Safety Measures:**   * Work with the QA team to continuously monitor feed safety protocols, ensuring consistent adherence to feed safety regulations and standards. * Work to identify and mitigate risks associated with feed contamination, developing procedures for corrective actions if issues arise. * Conduct regular feed safety audits and ensure corrective measures are taken for any non-compliance.   **Develop and Deliver Training Programmes:**   * Create training sessions focused on hygiene, quality control, biosecurity, and feed safety protocols to enhance awareness and compliance among colleagues. * Build a compliance culture by promoting engagement with and understanding of hygiene, quality, and biosecurity’s role in feed safety.   **Implement a Robust Auditing and Reporting Framework:**   * Establish a monthly auditing schedule that includes hygiene, biosecurity, and feed safety inspections, providing detailed reports and action items. * Track and report key performance indicators (KPIs) for compliance to internal stakeholders, identifying trends and highlighting improvements. |

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|  | * Regularly review and update the auditing process to incorporate any regulatory changes or best practices.   **Establish and Manage Incident Response Protocols:**   * Ensure incident reporting, investigation, and corrective actions are documented and closed out promptly, with follow-up training to prevent recurrence. * Analyse any incidents for trends, contributing to continuous improvement in compliance and risk management practices.   **Ensure Consistent Quality in Manufactured Feed:**   * Work with the production teams on monitoring the quality of manufactured feed, ensuring it meets specified standards and customer expectations. * Conduct & monitor regular sampling and testing protocols throughout the production process to identify and address quality variances promptly. * Work with the QA team to enhance our system for documenting and tracking quality control data, including batch records, testing results, and any deviations. * Conduct root cause analysis for any quality issues, implementing corrective actions to prevent reoccurrence and ensure feed quality consistency. * Provide regular reports on feed quality metrics to management, highlighting trends, corrective actions, and areas for improvement. |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required, etc? | Role holder will have robust working relationships across the business, and be a key point of contact for:   * Site General Manager * Production Manager * Quality Assurance Team * Process Data Management Lead (PDM) * Site team including Operations and Maintenance |

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| **Person Profile/Knowledge**  Experience, any formal qualifications and necessary keys areas of knowledge or experience. | | |
| **Essential** | | **Desirable** |
| Demonstratable experience in a quality, hygiene, or compliance role, ideally within feed milling, food production, or an agricultural environment. | | Strong knowledge of feed safety standards and regulations, including HACCP, UFAS, and industry-specific biosecurity requirements. |
| Demonstrable experience with regulatory compliance, auditing, and documentation within a quality or biosecurity-focused role. | | Understanding of biosecurity principles relevant to animal feed production, including pest control, entry protocols, and contamination prevention. |
| Proven experience conducting audits related to hygiene, feed safety, quality, and biosecurity standards. | | Strong analytical skills, including the ability to conduct root cause analysis for quality and compliance issues. |
| Excellent organisational and time management skills, with the ability to manage multiple tasks, audits, and reporting requirements efficiently. | | Effective written and verbal communication skills, capable of preparing detailed reports and compliance documentation. |
| **Key Behaviours**  What are the challenges of the relationships, communication strategies required, etc. | * Demonstrates a high level of accuracy in monitoring, auditing, and reporting, ensuring that even minor compliance and quality issues are identified and addressed. * Holds oneself accountable for upholding all hygiene, quality, biosecurity, and feed safety standards, consistently ensuring the highest levels of compliance. * Communicates compliance requirements clearly and constructively to colleagues across departments, fostering a collaborative approach to compliance. | |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. | Flexibility with start and finish times may occasionally be required to facilitate training sessions and to connect with colleagues working across shifts. However, this will be an infrequent necessity. | |