**Role Description & Personal Profile**

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| **Role** |
| **Job Title:** | Quality Lead |
| **Division:**  | AB Neo- Polska |
| **Department:** | Quality |
| **Location:** | Smigiel |
| **Role Type:**Permanent, FTC etc | Permanent |
| **Team Structure:**Reports to, Direct & Indirect Reports | Reports to: Head of QualityQA AssistantQC Assistant(s) |

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| **Description** |
| **Impact Statement:**The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role. | Leadership and Management of Quality Department and Quality Operations at Site level (70%). Overall accountability for delivery QA and QC tasks, to ensure certifications, accreditations, regulatory compliance and customer requirements are maintained, in a practical and innovative manner. Ensure site meets assurance, legislative requirements. Support quality projects |
| **Feed Safety Management site level**  | * Accountability for QC functions completion
* Accountability for QA systems and its delivery
* Ensure HACCP principles are maintained
* Ensure TACCP and VACCP principles are maintained
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| **Key Responsibilities:**The key objectives and accountabilities of the role. (5 to 10 areas) | * Setting Quality Direction for the Site. Working with the wider AB Neo QA Team.
* Managing application of AB Agri and AB Neo Quality Policy and overall HACCP Management Systems through the manufacturing and trading operations
* Take the lead quality role across site, identifying opportunities for improvement of standards.
* Provide technical expertise and advice, direction and support and coaching as required.
* Facilitate implementation of AB Agri and AB Neo standards and requirements.
* Participate in site Management meeting
* Ensure site QA KPI’s are delivered
* Ensure quality Management system is up to date and implemented, including procedures, policies and working instructions.
* Managing information requests and supporting audit completion
* Supplier approval and assessment. Support supplier management to ensure compliance with relevant requirements. Working with Procurement Manager to establish quality requirements for external suppliers.
* Raw Material approval and assessment. Support raw material management to ensure compliance with relevant requirements
* Cross contamination control of plant
* Training and competency testing established and delivered
* Regulatory support for site, ensuring legislative considerations are being adhered to
* Facilitating complaints resolutions in a timely and cost-effective manner, and development of corrective and preventative measures
* Working collaboratively with the Operations Team to ensure all aspects of Quality Systems, Legal and Customer requirements are understood, practical and fully operational.
* Management of Quality Assurance on site within budget for QC Testing and Assurance delivery costs.
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| **KPI’s**  | * Meeting site complaints target
* Full site assurance and certification
* Target Zero KPIs achieved and maintained
* Delivery of training and competency testing
* Delivery of Feed Safety culture across the site through engagement activities

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| **Key Stakeholders**What are the challenges of the relationships, communication strategies required etc | Site Operations TeamAB Neo Quality TeamAB Agri Quality TeamsCustomersRM SuppliersEnforcement Bodies |
| **Scope**Depth, Breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility | Innovative and forward thinking, effective communicator at different levels. Attention to detail. Ability to critically think, risk assess and review options to identify the right solution.  |

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| **Person Specification** |  | **Essential / Desirable** |
| **Knowledge:**Consider number of years’ experience, any formal qualifications genuinely necessary or any key areas of knowledge. | * IT literate.
* Proficient in Manufacturing Systems
* Quality Systems, Quality assurance, Quality Control and HACCP knowledge
* Risk assessment understanding
* CI and Lean Management
* Regulatory knowledge
* TACCP principles knowledge
* Line Management experience
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| **Key Behaviours:**Consider which of our guiding principles are particularly relevant and also any role specific behaviours | * Excellent communication skills
* Attention to detail
* Interest in manufacturing process and process improvement
* Customer focussed
* Methodical
* Planning and organisation skills
* Ability to build relationships
* Work well in a team, supportive
* Strong analytical skills

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| **Other factors:**Travel, Shift Working, HGV Licence etc | Driving licenceSome travel abroad may be involved | EE |
| **Date Agreed:**  |  |
| **Authorised by:** |  |