**Role Description & Personal Profile**

|  |  |
| --- | --- |
| **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 Quality  QA Assistant  QC Assistant(s) |

|  |  |
| --- | --- |
| **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 |
| **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. |
| **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 |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required etc | Site Operations Team  AB Neo Quality Team  AB Agri Quality Teams  Customers  RM Suppliers  Enforcement 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. |

|  |  |  |
| --- | --- | --- |
| **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 | E  E  E  E  E  D  D  D |
| **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 | E  E  E  E  E  E  E  E  E |
| **Other factors:**  Travel, Shift Working, HGV Licence etc | Driving licence  Some travel abroad may be involved | E  E |
| **Date Agreed:** |  | |
| **Authorised by:** |  | |