



## Role Description & Person Profile

Role	
<b>Job title</b>	Quality Compliance Technician
<b>Division</b>	Primary Diets
<b>Department</b>	Quality Assurance
<b>Location</b>	Melmerby
<b>Team Structure</b> Reports to, direct reports, etc.	Reports to: Quality Manager No direct reports

Description	
<b>Impact Statement</b>	To proactively support and participate in the quality function within Primary Diets. To assist in the delivery of Quality Policy and Quality Assurance at Melmerby to meet assurance, legislative and customer requirements ensuring the highest level of feed safety is maintained at all times
<b>Role Objectives</b>	<ul style="list-style-type: none"> <li>• Analysis and release of incoming raw materials – documented follow up with supplier on out of spec raw materials and root cause.</li> <li>• Analysis of raw material, in-process and finished goods samples in accordance with the process verification schedule, and as and when requested by both internal and external customers.</li> <li>• Preparation of samples for external analysis</li> <li>• Reporting and following up of Out of Specification results in a timely manner</li> <li>• Collating data and providing comprehensive, quality information back to suppliers or purchasing department on raw material performance</li> <li>• Analysis of external results and data entry as necessary</li> <li>• Equipment calibration as necessary</li> <li>• Maintenance of good housekeeping and hygiene standards, operating a clean as you go policy.</li> <li>• Supporting the Quality Team to achieve results, to meet all team &amp; business objectives</li> <li>• Control of non-conforming products – release and investigation</li> <li>• Factory standards auditing</li> <li>• Investigation and reporting on internal quality failures</li> <li>• Support the operations teams on addressing non-conformances and internal failures raised from internal / external audits.</li> <li>• Attendance to team and business meetings as necessary</li> <li>• New raw material assessment – working in conjunction with purchasing and operations teams</li> </ul>



	<ul style="list-style-type: none"> <li>• Develop and maintain a working relationship with external laboratories – methods, turnaround times, queries, complaints.</li> <li>• Circulation of C of A's as required</li> <li>• Ownership and maintenance of process verification and analysis schedules.</li> <li>• Assistance in complaint investigations</li> </ul>
<b>Feed Safety</b>	<p>Understand the impact of processes and actions on Feed Safety. Carry out tasks and procedures as trained</p>
<b>Key Stakeholders</b>	<p>Quality Manager Procurement Manger Operations Manager PD General Manager Customers Raw Material Suppliers Commercial personnel AB Agri Compliance and Risk Management Team AB Agri QA team</p>
<b>Scope</b>	<p>This role requires a capacity to, process and interpret numerical data, identify and action trends.</p> <p>Work with business software systems.</p> <p>The ideal candidate must have the ability to grasp allocated tasks quickly work on their own initiative and support the quality, technical and operations teams as required.</p> <p>The ability to prioritise and distil information, will be essential and where applicable translate this to a commercial value proposition and communicate this internally and externally.</p> <p>Good interpersonal skills with internal and external customers will be essential.</p>

<b>Person Profile</b>		<b>Essential or Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ High level of experience of using Microsoft Office</li> <li>▪ Ideally, a minimum of 2 years relevant food/laboratory/ agriculture experience.</li> <li>▪ Educated to A-level or equivalent, preferably in science, maths related subjects</li> <li>▪ Experience using I.T.-based auditing tools would be advantageous.</li> </ul>	<p>E</p> <p>D</p> <p>D</p> <p>D</p>

<p><b>Key Behaviours</b></p>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills – ability to deal with people at all levels, internally and externally, with the credibility to make a significant impact within the business.</li> <li>▪ Ability to work on own initiative but equally happy working in a small team.</li> <li>▪ Attention to detail and strength of character to challenge the status quo.</li> <li>▪ Must perform well as part of a multi-functional team.</li> <li>▪ Good organisational skills</li> <li>▪ Ability to build relationships</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Other Factors</b></p>	<p>Prepared to travel where needed in the UK and overnight stays may be required.</p> <p>Valid UK driving licence required</p>	<p>E</p> <p>E</p>