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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | Quality Systems Manager | Department | Technical |
| Function | Technical | Site |  |
| Date | December 2024 | Approved by(manager) |  |

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| SECTION 2 – JOB SUMMARY |
| The core focus of this role is to provide assurance and expertise on all systems relating to food safety, quality and compliance matters relating to manufacturing standards for site |

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| SECTION 3 – KEY ACCOUNTIBILITIES |
| * Lead the sites Quality Management System. This includes the implementation of policies, procedures and food safety and quality systems, to ensure compliance with Hain Celestial, BRC/GFSI, retailer codes of practise in order to protect our customer and brand
* Reporting and trending, and capturing Technical data in relevant logs as well as completion of customer documentation e.g. SAQs, KPIs, surveys
* Leading the site’s Food Safety HACCP system and
* Leading the site’s Internal Audit system. Ensuring that it is based on risk assessment, completed to schedule and covers customer and relevant GFSI requirements.
* Interact with other sites in Hain Celestial to implement Quality Management Systems alignment
* Participates on all 3rd party and customer audits and visits. Has responsibility for ensuring any audit action points are closed within the agreed timescale and reported to the customer/ 3rd party audit provider
* Responsible for internal and external non-conformance verification and close out
* Conducts relevant risk assessments and ensures reviews take place at required intervals or in the case of any change (e.g. allergen risk assessment).
* Identify appropriate actions following emerging issues (alerts received internally and externally) within the food industry which may impact upon Hain Celestial Food Safety & Quality Systems e.g. microbiological testing
* Support the process of continuous improvement in all areas of the Technical & Manufacturing operation
* To promote a culture of positive safety behaviours within your team, demonstrate strong safety leadership and address unsafe behaviours and working practices to coach the right behaviours (refers to both food safety and health and safety)
* To deputise for the Technical Manager when required
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| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc) | Degree in Food technology, Food Science or Food Manufacturing, or experience in a similar role. |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | Minimum 3 years. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Auditing ability, computer literate, systems literate |

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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary ResponsibilityRaising of Pos in line with company procedures | Direct/Indirect BudgetN/A | Size/AmountN/A | N/A |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etcPlease put description and numbers |  |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Site specific, however attendance with the wider Technical team for meetings and to assist in role development may be required. |

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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size (if none put 0) | x |
| QA Managers |
|  | Reports to (Job Title) | Site Technical Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 – SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |