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| Baxters Logo - May 09.jpg | **Job Description** |
| **Job title** | Quality Compliance Administrator |
| **Effective date** | March 2022 |

**Main purpose of the role:**

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| * To act as a compliance administrator for the Quality Department, ensuring all records and documentation is maintained in accordance with the Food Safety Management system. |
| * Work closely with the European Quality Team to ensure the site auditing system is developed and maintained to challenge the current systems in place against Retailer, Legislative & Certification requirements. |
| * Support the site QA team through the conducting of audits in line with the internal audit schedule. |

**Main accountabilities:**

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| 1 | Ensure the audit system is continually updated and maintained from an audit and gap analysis perspective against all relevant customer codes of practice and certification standards to ensure compliance with all clauses and that any non-conformities are identified and addressed within appropriate timescale. |
| 2 | Support the Quality Managers with regards to the administrative tasks required for completion by the Quality team including the management of Document Control, the close out of audits by the Technical Team, the control of the non-conformance log, the completion of product release, control of non-conforming product and the completion of supporting KPI monitoring data. |
| 3 | Support the department in relation to improvement initiatives in relation to the Quality Management System, including the training out of new systems across the team members and other functions. |
| 4 | Communicating and training out of amendments to the QMS or documents within it to ensure changes are clearly communicated and accurate training records are maintained |
| 6 | To identify and facilitate technical process improvement initiatives across the site. |
| 7 | Raising and processing of purchase orders for the Technical QA department. |
| 8 | Support site audits from customers and external auditing bodies |
| 9 | Support the QA team with completion of audits in line with schedule once trained to do so |
| 10 | To take reasonable care of your own and other people’s health and safety. To inform your line manager, or health and safety representative, if you think the work or inadequate controls are putting anyone’s health and safety at risk. |
| 11 | To co-operate with your manager on all aspects of health, safety and the environment |
| 12 | To support and undertake other projects or roles that are within the capabilities of the job holder and of direct value to the business |
| 13 | **Company Policies and Procedures**   * Ensure that the company message and thinking is communicated to your subordinates * Ensure your awareness and implementation of and compliance with the Quality, Health & Safety and Human Resource Policies and Procedures, with any doubts being raised with your Direct Line Manager.   **Food safety, Legality & Quality**   * Ensure that all staff are suitably trained and where necessary make recommendations to your Direct Line Manager * Ensure all new employees are inducted into the Company following appropriate procedure. * Ensure that all Food Safety, quality and legality procedures and processes are followed   **Health & Safety**   * Ensure that the area in which you are working is safe for yourself and others who may be working nearby and that you comply with your responsibilities in accordance with the Company Health and Safety Policy. * Report any accidents/near misses immediately to the Health and Safety Advisor or your Direct Line Manager. * Maintain good housekeeping within your work area * Ensure the welfare of employees under your control. |

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| Baxters Logo - May 09.jpg | **Outline Person Specification** |
| **Job title** | Quality Compliance Administrator |
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**Key Characteristics:**

* Flexibility towards working hours and be able to work rotation shift pattern as required
* Diligent with excellent attention to detail
* Ability to carry out specific tasks with minimum supervision
* Ability to handover and escalate problems
* Excellent attendance and timekeeping
* Computer literate – must have experience of email, word & excel as a minimum
* Internal audit training would be seen as an advantage or would be required to be completed
* HACCP training to level 3 would be seen as an advantage or would be required to be completed once in post
* Intermediate food hygiene would be seen as an advantage or would be required to be once in post
* Thermal process training – minimum 2 day course will be required once in post
* Must be able to problem solve