

Clearly Drinks	Position Description	Nº ISO	
		Edition	02
	Quality Specialist	Date	Jan 2023
		Pages	1/3

Overview

Position title: Quality Specialist (Days Based with Flexibility)
 Department: Quality
 Position title Manager: QSE Manager
 Position title direct reports: Zero
 Location: Sunderland

Description Summary

To assist the delivery and administration of the site food safety program this role will specialise in food safety for the entire site operation. The role will also develop and contribute to the site auditing calendar for both internal and external audits.

Working with the site quality team ensuring the delivery of factory performance and key business objectives relating to all quality related standards and issues.

To deliver the quality strategy plan for continuous improvement on performance and service.

A key player and influencer who is an expert in the realms of quality, working in partnership with engineering and production to drive a common purpose.

Be able to work at all levels and drive the site standards in line with expectations.

Responsibilities

- Track and maintain the site HACCP system and all associated documentation.
- Lead the internal food safety review calendar for all change activities relating to product pack and process.
- Lead the activities and execution of the internal / external audit program
- Co-ordinate all site activities to control and rectify all non-conformances.
- Manage and control the corrective action plans for all audit nonconformities
- Drive continuous improvement to site quality performance with a food safety and HACCP bias.
- Evaluating food safety risks and implementing best practice improvements through continuous improvement.
- Conduct and arrange HACCP training for operators and HACCP team members.
- Responsible for the development and implementation of site Hygiene and Quality standards.
- Support quality incident investigations including Product traceability, product quarantines, root cause analysis and implementation of corrective actions.
- Support quality compliance through adherence to the quality management system, auditing, change control and site database systems.
- Contribute to the development of the site Quality plan.

	Editor	Reviewed	Approved
Name	Heidi Mason		
Function	HR		
Date	January 2023		

- Organise sampling and testing of all site products and liaise with external laboratory
- Interpret and communicate effectively and efficiently on micro results and take corrective action or communications, as necessary.

Person Specification

- Proven communication skills with ability to flex styles to differing individual needs
- Sound knowledge of food production process and legislation is essential
- Microsoft office competent essential.
- Running and supplying reports to represent trending and analysis
- Proven experience in food safety management and auditing.
- Well-developed people skills, specifically relationship building, facilitation, written / verbal communication is essential
- Strong leadership skills
- Experience of working with in an FMCG environment preferably within a Quality function
- Experience in developing, implementation and maintenance of food quality management and auditing.
- Willingness to live and breathe the company values

Knowledge, Skills & Experience

- Relevant Degree or equivalent, or 5 years relevant industry experience.
- Soft Drinks/Brewing product manufacturing experience
- Food microbiological knowledge
- Intermediate Food Hygiene
- HACCP basic level
- Minimum 5 GCSE'S at grade 4 or above
- Competent MS Office tools, with the ability to use Excel

Values

- Seek to achieve and maintain the highest level of excellence in the products we provide for our customers – Customer First
- Ability to be resilient, unwavering, and single minded in critical circumstances to protect the business in the provision of product integrity, employee safety and environmental protection – Be the Best
- Works collaboratively with peers and extended teams, building common agendas, aligned objectives and delivery plans – Stronger Together
- Delivers critical compassionate challenge sensitively but effectively to support drive for continuous improvement throughout the supply chain operations – Make It Happen

- Is keen to make a difference through increasing awareness of environmental impacts and performance both locally and the environment as a whole – Socially Responsible

General

- To take responsibility for the health, safety, and welfare of yourself. Actively follow the Company's Health and Safety Policy, procedures, and safe systems of work
- Actively follow the Company's Environmental Policy and procedures and play your part in the achievement of environmental initiatives
- Be responsible for your quality of work and ensure that any quality checks required are carried out. Seek support as necessary
- To observe and continually promote equal opportunities and diversity
- To undertake all reasonable training activity designed to support you in your role
- To gain an understanding of the company's products
- To note, understand and comply with the Company policies and procedures. These documents will be available on People HR and available to sign independently.
- To undertake any such other reasonable duties within your skillset as may from time to time be required by your manager