Role: QA Audit Specialist

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| **Purpose:** To ensure compliance to site internal and external audit programme and drive continuous improvement in relation to food safety |
| KEY Responsibilities | **KEY PERFORMANCE INDICATORS** | **SKILLS & EXPERIENCE** |
| * Coordinate site Internal Quality and Food Safety Audit Schedules
* Supporting customer queries including management of customer portals
* Assist with investigation of complaints & analysis and compilation of reports
* Carry out Food Safety / HACCP audits as per Internal Audit Schedule
* Support with Contract Packaging and Own Brand companies, ensuring requirements are clearly understood at site
* Assist with maintenance and development of BRC, FEMAS and other relevant site standards
* Manage of Food safety and Prerequisite plans as required
* Manage the GoAudits app for the site
* Drive continuous improvement and best practices in particular for Food Safety and Quality Culture
* Support the Group’s Incident Management Team Process
* Undertake and manage Quality and Technical projects as required
* Develop, Train and Coach other Team members
* Assist with development and sustainability of Group QMS
* Flexibility within the Site Quality and Group Technical Function
 | This position will require achievement of all the site Quality and Food Safety targets with a particular focus on:* Food Safety Compliance
* Housekeeping standards
* Timely close out of corrective actions and implementation of effective preventive actions
* Quality process compliance
* BRC, FEMAS & HACCP external audits
* Customer Audits.
* Adherence to Quality Plans
* IMT Process
* Improvement in Quality Performance
 | * Recognised Science Qualification with a minimum of 2 years’ experience in food/ drinks/ pharmaceutical environment
* Data collation and Report writing
* Demonstrated ability to direct and influence people
* Excellent communication skills both oral and written and the ability to work in cross functional teams and departments
* Strong planning and organizational ability
* Working knowledge of HACCP and Quality systems (QPulse, GoAudits, SharePoint)
* Computer literate with knowledge of excel, word or other QMS package
* Understanding of Customer Service
* Continuous improvement focus
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| Dimensions of Role: Reports to Lead QA Audit Specialist. Provide support to other departments.  |