



Quality Assurance Assistant

job description



The finer details

Which site am I based at?

Which team am I a part of?

Quality

Who do I report to?

QA Manager / Lab Manager

Who do I look after?

No direct reports

Team size?

Do you have responsibility for a budget?

NO

WE SUPPORT THE BUSINESS, OPENLY SHARING OUR KNOWLEDGE AND INSIGHT. WE ARE PROUD OF THE PRODUCTS WE PRODUCE, AND ALL THE BRANDS WE REPRESENT

Your responsibilities:

To provide an operationally proactive Quality Assurance presence. To monitor real time manufacturing Product Quality and Technical Procedures and interpret these results to identify opportunities for site improvements.

- ♥ To understand the end-to-end process on site and be able to verify process stability and performance measures.
- ♥ Supports investigations across site through understanding of site processes, monitoring points and controls. Interpretation of all results, against requirements, with the relevant corrective actions or escalation as required.
- ♥ Capture, record and identify monitoring points in the process. Highlighting areas out of tolerance and resolving/escalating as appropriate.
- ♥ Complete all sampling and testing as required by site, in a safe, accurate and diligent way.
- ♥ Ensure all tasks are completed and processes critiqued where improvements could be made.
- ♥ Support the internal audit process, as required, to drive continuous improvement.
- ♥ Is confident in communicating technical information.
- ♥ Capture trial results against procedures and gather relevant data to facilitate development of technical product specifications
- ♥ External laboratory systems – logging of samples, sample collection for external testing, booking of samples and reviewing results.

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Qualifications & experience

Essential:

- ♥ Haccp Level 1
- ♥ Food Safety knowledge
- ♥ Good attention to detail
- ♥ Methodical analytical approach to tasks
- ♥ Experience in the food industry in a Quality or laboratory role.
- ♥ Internal audit training

Desirable:

- ♥ HACCP level 2
- ♥ Formal Qualifications
- ♥

What good looks like for this role

Performance Delivery Level –1

Takes the necessary actions to complete assigned actions and evaluates processes against QMS requirements.

Works consistently at pace whilst ensuring accuracy of work and applies appropriate quality tools

Challenges current ways of working with the team. Performs and interacts with integrity and consistency

Systems & Process - Level 1

Understands the impact of one process on another

Able to capture, record and identify monitoring points in the process. verify process stability and performance.

Managing Standards Level – 1

Understands the requirements of a Food Safety management system. Understands the technical standards required to achieve food safety and meet legal requirements

Has an understanding of HACCP and allergen risks

Understand how to measure and monitor performance against defined standards and is competent with the various tools and ways to monitor standards.

Ownership and resolution of issues to their conclusion

Technical Aptitude - Level – 1

Has knowledge of food law and legal requirements and can confidently explain how and why to others.

Understands the essential requirements to meet food safety and legal requirements and support due diligence relevant to their role.

Basic knowledge of the technical side of process and products and can explain to colleagues

HR use

Date of last review:

Job reference no:

Job level:

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Job family:



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