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| the finer details Which site am I based at?  Blagdon  Which team am I a part of?  Technical  Who do I report to?  Quality Technologist (Labs)  Who do I look after?  No direct reports  Team size?  0  Do you have responsibility for a budget?  No qualifications & experience **Essential:**   * HACCP understanding * Food Safety knowledge * Good attention to detail * Methodical analytical approach to tasks   **Desirable:**   * Previous lab experience * Internal audit qualification | Quality Auditor (Labs)job description **We are the custodians of our customers and consumers' expectations and support the business in achieving a true quality, food safety focused, working environment.**  **We are proud of the products we produce, and all the brands we represent.** the purpose of your role As the Quality Auditor for the site Laboratories you will be responsible for supporting the Laboratory Manager and Quality Technologist (Labs) with ensuring Lab Accreditation is maintained. This role will also support the service the Laboratory provides to internal stakeholders.  **Your responsibilities:**   * Accurate and diligent in all tasks * Takes the necessary actions to complete assigned tasks and evaluates processes against QMS requirements * Review current processes and procedures, pro-actively highlighting areas where they require improvements or updates * Supporting Quality Technologist (Labs) in their absence. This will include weekly KPI’s and day to day running of the Laboratories * Undertake internal audits to ensure site compliance with the BRC standards, company standards and customer requirements. * Update weekly Laboratory reports, raising discrepancies to Laboratory Manager where required. * Supporting the participation of external proficiency and competency for Laboratory Technicians by providing clear instruction and encouragement. * Supporting the administration duties required for completing Laboratory KPI’s * Assisting Technical Team members with customer product traceability process and any other tasks required. * Sending daily, weekly, monthly product samples to external laboratories for analysis based on existing schedules. * Assisting with ad hoc requests for external analysis by Technical or other departments. * Assisting in the monitoring, issuing and control of all display documents on site. Supporting in the issuing of amendment training to all departments when required. * Control and maintenance of Technical Purchase Order system and account overview. * Control of Laboratory equipment servicing/calibration records. Providing guidance and coordinating daily and weekly calibrations across the Laboratory teams. * Support with validation of new test methods and equipment * Environmental Swabbing * Supporting Laboratory Technicians with day to day challenges  what good looks like for this role**Food Safety**Level –3 Understands the essential requirements to meet food safety and legal requirements and support due diligence relevant to their role.  **HACCP**  Level – 3  Has an understanding of HACCP and allergen risks **Decision Making**  Collaborates in issue resolution and, when appropriate, escalates in response to issues raised or identified.  Revises scope of activities based on data and findings.  **Coaching**  We expect you to actively coach the teams you interact with in real time to drive compliance to standards.  **Energy & Prioritisation**  Exhibits enthusiasm and encourages others to complete work in a timely manner, gaining satisfaction from team achievement.  **Attention to detail and accurate communication,**  All communication, verbal and written must be accurate, effective and tailored to the audience at all levels in the business. |
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### HR use

Date of last review: Job reference no: Job level:

Job family: