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|  ROLE PROFILE |
| Job title | Compliance Technologist | Date | November 2024 |
| Business | Bradgate Bakery |
| Department | Technical |
| Location | Madeline Road / Ashton Green |
| ROLE SUMMARY  |
| To ensure that all aspects of food safety, quality and legality for the products manufactured are complied with ensuring that the technical integrity of the site is maintained.  |
| REPORTING STRUCTURE |
| Reports to | Senior Quality Systems Technologist / Compliance Manager |
| Direct & indirect reports | None |
| Key internal stakeholders | QA Departments, Technical Managers, Process Team, Specifications team, Production, Commercial |
| Key external stakeholders | All customers – quality of data |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * + Prioritise and multitask work set on daily basis.
	+ To update Technical Systems to allow the production of safe, legal and high-quality products.
	+ Weekly and monthly Technical and customer KPI data collation, including trending of data, to be accurately completed and issued when required.
	+ To keep trending systems up to date and in working order.
	+ To ensure the coding schedule is correct and issued on time.
	+ To ensure complaints are logged and shared with the site QA teams, and all responses are typed and communicated back to customers.
	+ Monitoring of Customer Retail Systems – monitor all alerts and customers testing results, ensuring any surveillance fails are communicated to the appropriate teams.
	+ To provide support to the specification’s teams for ad-hoc spec updates and artwork checks.
	+ Maintenance of internal audits and fabric audits schedules ensuring any non-conformances raised are logged.
	+ Data input into various technical trackers to include micro results, nutritional and corrective actions.
	+ To ensure the nutritional trackers remain up to date and inform the QA teams of adverse results.
	+ Update, amend and issue Technical Paperwork as and when required.
	+ To prepare presentations for Technical KPI meetings when required.
	+ Generation of ad hoc presentation packs, trending reports, summary reports as required
	+ To ensure document control is completed effectively and in a timely manner.
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| * Excellent knowledge of MS Office – Word / Excel / PowerPoint
* Excellent knowledge of Power Bi
* Excellent verbal and written communication skills
* Effective planning and organization skills
* Works in an accurate / logical / methodical manner
* Continually challenges / drives standards forward
* Good working knowledge of IT systems and on-line retailer portals
* General technical knowledge
* Experience in a Technical System role in chilled food manufacture - preferred
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.* |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.* |
| Empowering others | *Creates an environment where people feel required and enabled to take ownership and responsibility.* |
| Analysis & Planning | *The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals.* |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* |