| **Job Title:** | | **QA Team Leader** | |
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| **Reports To: QA Manager** | | **Date Prepared: 03/06/14 updated Jan 2015** | |
| **Job Purpose** | | | |
| * Management and co ordination of all Quality Assurance activities within the shift. * Liasing extensively throughout the shift with production, hygiene and engineering colleagues to ensure technical issues and non conformances are understood and necessary actions are undertaken. * Identifying trends and ongoing technical issues to QA and Technical Manager | | | |
| **Key Responsibilities and Accountabilities** | | | |
| * Manage small team of QAs during shift. * Manage staff discipline, work performance and absence issues * Ensure appropriate skill levels are maintained within the team * Provide basic “ on the job” training to improve audit skills and ensure training plan implemented for all QAs * Maintain and build staff morale * Communicate effectively with team throughout the shift. * Conduct PDMs for all members of the team within agreed timescales * Manage and prioritise workload for the shift and ensure all audits completed to specified frequency * Communicate effectively with production TLs and managers to ensure all issues AND non conformances are fully understood and agree corrective actions and timescales * Responsible for rejection of non conforming product and communication thereof to all relevant managers and stock control. * Ensure all non conformances and issues raised by the team during the shift are followed up by reviewing or re-auditing with the QAs to ensure satisfactory corrective action has been taken * Identify, highlight and communicate reoccurring issues or issues not satisfactorily addressed within agreed timescales to QA manager and Technical Manager * Conduct investigation of customer complaints, out of spec micro and chemical results and communicate findings to QA and Technical Manager * Communicate all raw material out of spec deliveries to suppliers * Manage COA’s ensuring intake has all the required data * Carry out traceability exercises * Carry out hygiene audits * Plan and schedule audits and sampling for QA team * Conduct internal audits to agreed schedule and communicate findings to all relevant managers * Update QA related SSOWs when necessary and review with Technical Services Manager who will in turn issue to relevant depts. | | | |
| **Person Specification** | | | |
| **Qualifications** | * Degree or equivalent qualification in a science based subject is preferable. * If not degree qualified then minimum requirement - Advanced Food Hygiene * RIPH Level 2 or equivalent Intermediate Certificate in Applied Haccp Principles * Formal Internal Audit Training by CCFRA or other recognized body | | Desirable  Desirable  Desirable |
| **Work Experience** | * Minimum of 1 years experience in a technical role within food manufacturing (chilled preferable but not essential) | | Essential  Essential |
| **Knowledge** | * Good working knowledge of computer systems – ability to use word, excel, powerpoint and access | | Essential  Essential |
| **Job Skills** | * Organisational / prioritisation skills & ability to respond rapidly to changes in priorities * Effective communication skills both verbal and written * Logical and rational thinking * Ability to ensure attention to detail * Good Team working skills * Team Player – Ability to support team objectives * Problem solving & decision making skills * Ability to work to tight timescales | | Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| **Computer Skills** | * Ability to use word, and excel * Ability to use powerpoint and access | | Essential  Desirable |
| **Literacy and Numeracy** | * Must be competent in written English and Maths | | Essential |
| **Management Ability** | * Ability to negotiate, influence & recognise others view points * Ability to develop effective relationships with other areas across site * Ability to work unsupervised & on own initiative with a varied workload | | Essential |
| **Circumstances** | Full driving Licence  Ability to work flexibly  Home to be within 30 miles of the operating site | | Desirable  Essential  Essential |
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