



# Quality Assessor

## Position Description

*Our Vision: To become the world's most successful and sustainable grass-fed red meat company*

**Division:** Operations

**Reports to:** Technical Manager

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### Role purpose:

This role is responsible for providing assurance to department supervision and management that the quality control and food safety programmes are implemented effectively and are performing as required to meet production, food safety, customer and regulatory requirements.

Responsibilities include:

- Leadership
- Monitoring
- Food Safety Compliance
- Technical
- Reporting

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### Key relationships

#### External:

MPI  
AsureQuality  
Other Regulatory Agencies

#### Internal:

Site Manager, Regional Operations Manager, GM  
Operations, Processing Managers and other  
Leaders  
Technical and Quality Assurance staff  
Site support staff  
Dunedin / Christchurch / Hastings production,  
marketing and support staff

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### Key responsibilities

#### Leadership

- Actively participate as member of the team
- Contribute to the further development of team culture and goals
- Research and resolve issues as required

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#### Monitoring

- Health, Safety and Wellbeing of your team
- NZ, Customer and OMAR requirements completed accurately and on time, e.g. CUSUM, product specification.

- Verification duties for follow up to PBV and Compliance Audits completed
- Record all temperature checks as required pertaining to product, air and water temperatures, record results and take action as required
- Microbiological sampling is carried out daily
- Supervisors immediately advised of any recurring minor, major or critical defects
- Ensure appropriate records are produced, maintained and retained as required
- Ensure all procedures are aligned with 'Our Methods, Our Techniques'.

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### **Food Safety Compliance**

- Food safety programme is maintained to meet company, customer and regulatory requirements
- Assist in the management of plant HACCP systems.
- Corrective and preventative actions are implemented to ensure food safety objectives are not compromised.
- Ensure all procedures are aligned with 'Our Methods, Our Techniques'.

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### **Technical**

- Technical and administration support provided to the Technical Systems Assessors as required.

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### **Reporting**

Ensure the compliance of company reporting standards, by:

- Providing accurate and timely reporting as required (financial; progress; projects, etc.)
- Proposing strategies with clear indications of costs and benefits and reporting on the achievement of these.

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### **Competencies and professional expertise**

- Commercial acumen
- Demonstrates excellent written, oral and interpersonal communication skills
- Keen attention to detail
- Accurate and energetic approach to business success
- Broad-based experience or a sound knowledge of quality and compliance requirements for a modern meat plant.
- Excellent knowledge of HACCP principles and application.
- A demonstrated knowledge of the legal and legislative compliance conditions and issues applicable to the meat industry.
- Computer literacy - proficiency in the use of Microsoft (Word, Excel).
- Demonstrates excellent written, oral and interpersonal communication skills. A high standard of English.
- The role requires a level of diplomacy as it often balances between the demands of commercial risk and compliance constraints.
- Accurate record keeping is vital to the function of this position
- Where it is considered that the response to an issue has been unsatisfactory, plant management must be notified.



## **Core expectations**

**Customer focus** - Proven ability to take ownership of issues

**Adding value** – Contribute to cross-functional projects and strategic initiatives

**Values and Strategy** – Live the Silver Fern Farms values and strive to achieve our strategic goals

**Other duties** – Complete all reasonably requested tasks in a competent and timely manner

### **Health, Safety and Wellness**

- Follow all reasonable instructions, do not by action or inaction put yourself or others in harm's way
- Follow all company and legislative health, safety and wellness policies, standards, and procedures including wearing PPE and using safety devices as required
- Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents immediately

