



100% MADE OF NEW ZEALAND

# Technical Systems Assessor

## Position Description

*Our Purpose Creating Goodness from the Farms the World Needs*

**Division:** Operations

**Reports to:**

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### Role purpose:

The **Technical Systems Assessor** is responsible for providing assurance to management and external compliance representatives that the quality control and food safety programmes are implemented effectively and are performing as required to meet production, food safety, customer, OMAR and regulatory requirements.

Responsibilities include:

- Leadership
  - Technical and Quality Auditing
  - Food Safety Compliance
  - Technical administration and training support
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### Key relationships

**External:**

MPI  
AsureQuality  
Other Regulatory Agencies

**Internal:**

Site Manager, Regional Operations Manager, GM  
Operations, Production Managers and other Leaders  
Quality Assurance and Technical staff  
Site support staff (Technical, Engineering and H & S)  
Dunedin / Christchurch / Hastings production, marketing  
and support staff

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### Key responsibilities

#### Leadership

Foster a climate that maximises the use of people skills by:

- Work closely with others to ensure cross functional support throughout the business
  - Manage the workflow of the team to ensure the desired goals / outputs are achieved to the quality standard required
  - As the subject matter expert, take a lead role within your area of responsibility to achieve the desired outputs
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#### Technical and Quality Auditing

- Coaching and leadership of the quality team.
- Management and implementation of the Plant internal audit programme including:

- Quality systems
- Environmental Management system
- PBV Audits
- Documentation audits
- Corrective action reviews
- Customer quality audits achieve an acceptable outcome.
- Supervisors advised of any minor, major or critical defects
- Quality systems auditing to ensure PBV targets are achieved.
- Audits completed within the scheduled time frames
- Ensure appropriate records are produced, maintained and retained as required
- Where an issue impacts on product disposition the Technical and/or Processing Manager notified.
- Plant Management notified immediately if an issue requires production to be delayed or stopped.

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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.
- Client and external audits (incl. MPI VA)

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### **Technical administration and training support**

- Technical and administration support provided to the Technical Manager as required
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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
  - Hold a tertiary qualification and/or have received training in, or relevant experience in, a similar role
  - Broad-based experience or a sound knowledge of all mandatory quality and compliance requirements for a modern meat plant with a good understanding of their application
  - 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)
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### **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**

- Lead by example, taking a proactive approach to ensuring work is completed in accordance with health, safety, wellness and injury management policies, standards and legislation
  - Ensure accountability and positive recognition for health and safety behaviours occurs
  - Follow all reasonable instructions, do not by action or inaction put yourself or others in harm's way
  - Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents for yourself, your staff or that you observe immediately
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