

Job Title:	Technical Manager
Reports to:	Managing Director
Responsible for:	Responsible for the technical management of sites, including product safety and legality, process control, traceability, quality assurance, quality control with support from the Quality Co-ordinator.

Duties and Responsibilities

1. IFS and BRC representative, ensuring adherence to all food safety standards and legislation to meet internal and external requirements with particular emphasis on BRC and IFS accreditation. Including, but not limited to:
 - implementation and development of the company Quality and Food Safety Management System
 - manage, develop and ensure compliance to HACCP
 - manage all regulatory and compliance matters, including keeping up-to-date with current legislation and customer policies
 - ensure production environments are maintained to high standards
 - pack copy approval to ensure compliance with with current Food Labelling Regulations
 - training delivery to ensure staff have adequate knowledge to achieve the above
2. Contribute to the formulation, delivery, evaluation and continuous improvement of the Manufacturing Strategy to provide operational effectiveness and ensure technical integrity.
3. Record all non-conformances and associated costs.
4. Manage the internal audit schedule.
5. Completion, maintenance and control of all technical specifications/requirements, specifically, but not limited to:
 - retailer web based and hard copy specifications
 - supermarket own label requirements
 - company and customer format specifications
 - specifications for raw materials and packaing
6. Approve and audit all suppliers and maintain an approved suppliers' database
7. Manage third party site visits, including, but not limited to:
 - Customer
 - Environmental Health Office
 - Trading Standards Office
8. Work alongside NPD Manager to ensure customer standards are met and correct procedures followed.
9. Chair relevant meetings including monthly QA/Ops, Supplier Review and other ad hoc meeting.
10. Manage departmental budget
11. Lead, Motivate and develop the Quality Team, setting high standards and delivering customer excellence
12. Prepare reports on KPI's for monthly management meetings

Secondary Responsibilities

1. Deputise, where necessary for absent members of the Quality Team.

Health and Safety

- Operate in accordance with procedures, regulations and other company documentation.
- Maintain work area in a clean and safe state.
- General awareness of the consequences of acts or omissions at all times.
- To take reasonable care for the Health and Safety of him/herself and of other persons who may be affected by his/her acts or omissions.
- Regarding any duty or requirement imposed on his/her employer or on any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Quality

- Liaising, monitoring and managing quality and QA systems.
- Carry out all procedures correctly as laid down within the Company Quality Systems and with regard to relevant Health and Safety Procedures.
- Liaising, monitoring and managing quality and food safety systems
- Carry out all work to standards laid down by suppliers, customers and management with full regard to the needs of GMP, product quality, safety and legality

Flexibility

- Flexible approach to working hours.

Key Attributes

- | | |
|---|--------------------------------|
| • Technically proven with main retailers | • Decision maker |
| • Focused on KPI reports and delivering sustained improvement | • Conscientious |
| • Strong microbiological knowledge in ambient foods | • Health and Safety awareness |
| • Strong knowledge in allergen handling | • Ownership of task, motivated |
| • Passionate about food and technical Standards | • Consideration for others |
| • Strong communicator and team motivator | • Ambitious |
| • Customer Service oriented | • Organised |
| • Commercially astute | • Efficient |
| | • Good timekeeping |
| | • Computer literate |
| | • Numerate |
| | • Pro-active |