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26/11/2020		

This position description provides an indicative outline of the purpose and accountabilities of the role, specific performance requirements and expectations. In addition to these key areas of responsibilities, additional duties may be required from time to time; therefore, this is not to be seen as an exhaustive list. This Position Description should be read in conjunction with the respective IEA and the OCD Employee Hand Book.

Title and Reporting Relationships

Position Title: **Technical Manager**

Business Unit: Compliance

Function: Technical

Location: Awarua

Reports to: Awarua Site Manager

PD Approved by: John Fairweather

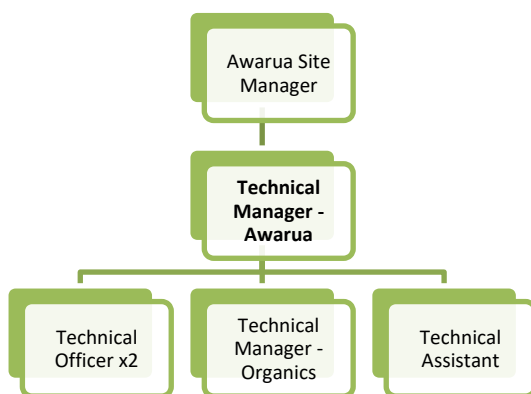
Date: 26/11/2020

Main Purpose of Position

The Technical Manager at Awarua has specific responsibility for managing the Awarua compliance team, such that the Awarua site quality and compliance programmes (including, but not limited to, regulatory sampling and testing regimes) remain compliant with regulatory requirements at all times and for supporting the corporate quality and compliance systems. This role will also be responsible for process improvement opportunities, complaint investigations, corrective and preventative actions, audit and customer visit hosting and other quality functions as required. The Technical Manager shall ensure that all Company standards and objectives are met with regard to quality, cost, availability, yields, safety and environmental issues.

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Organisational Relationships



Key Responsibilities				
Key Focus	% of Role	Objective (What)	Means (How)	Rank
Health, Safety & Risk	10	Provide and maintain a healthy and safe work environment across the site. Identify potential to minimise losses to the business. Support company directives.	Housekeeping. Staff training. Timely identification and correction of hazards or safety issues. Maintain and support company Health, Safety & Risk policies. Meet KPI targets.	1
Production Operations Compliance	35	Manage the site Risk Management and HACCP programmes, ensuring regulatory compliance. Compliance reporting as required.	Manage site RMP and HACCP plans and documentation to ensure it remains current with NZ legislation and OCD policy. Manage updates to RMP and HACCP systems to support new projects, as well as significant and minor amendments to the scope of these systems. Accurate entry of timely data into OCD compliance reporting systems.	2

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		Compliance with Quality audits.	Support site staff to address audit findings. Application of problem solving disciplines. Meet KPI targets.	
Leadership and Staff Development	15	Manage staff food safety induction. Effective leadership of Technical department personnel. Identify and provide for the training and development needs to meet the objectives of the Technical department.	Ensure all staff receive food safety induction. Lead by example. Identify “best practice” and transfer behaviours. Skills analysis, staff training plans, staff discipline, staff welfare. Conduct regular team meetings and maintain clear and concise communication.	3
Quality Control and HACCP	25	Ensure product meets required specifications. To ensure work relating to in-process testing and equipment calibration are conducted in a timely manner. Monitoring and test suppliers as is required.	Performance against quality budget and set quality targets. Compliance with Quality audits. Plant, in-process testing and product quality performance. Supplier audits completed as are required.	4
OMAR's and Religious	10	Ensure site activity supports compliance to Overseas Market Access Requirements and appropriate religious certification. Ensure site remains compliant with required religious certification.	Manage EU and other country OMAR's for the Awarua site. Responsible for site access to the MPI website www.MPI.govt.nz Ingredient management meets required religious standards. Site systems and procedures support ongoing religious certification.	5
Process Improvement & Cost Control	5	Provide leadership/direction to process improvement initiatives across the site. Identify opportunities for improvement.	Problem solving and benchmarking techniques.	6

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Major Challenges

- Achieving excellence in industry regulatory and manufacturing compliance.
- Maintaining strong relationships with auditors, suppliers, third party providers and operations staff.
- Managing and maintaining documented programmes and testing regimes.
- Actively leading/championing process improvement and corrective action activities.
- Actively leading/championing the establishment of the Quality System disciplines.
- Fostering a culture consistent with values of the Company, general good business sense and discipline.
- Actively involve manufacturing staff in compliance activities. Provide an open channel for communications.

Decision Making Authority

Decisions Expected	Outcomes Expected
Product specification recommendations	Process improvement opportunities identified and implemented
Implementation of waste reduction initiatives	Quality improvement opportunities identified and implemented
Staff training requirements	Well trained/informed staff. Good resource management.
External contract management	Quality support, maintain value and flexibility
To determine whether product associated with a food safety or quality issue should be placed on hold or released via OCD processes.	The ability to hold product from being released if there is reason to believe, or evidence that the product is not fit for purpose. Authority to grant the release of the product based on either MPI's Product Disposition or via OCD's release processes.
To be able to isolate or stop a manufacturing plant should there be a need to, based on food safety or quality related issues. Or establish sanctions that assist with mitigating a perceived or known food safety or quality risk.	Ability to stop a manufacturing line, or put sanctions on an OCD process to prevent product that is deemed not fit for purpose from getting out of OCD's control, or to minimise and or prevent the manufacture of products that are not fit for purpose.

Working Relationships

Most Frequent Contact	Nature or Purpose of Contact
Direct Reports – Technical Assistant, Technical Officers, Senior Technical Officer	Day to day admin/product sampling/consumables/documentation
General Manager Quality & Food Safety	Company support, guidance & direction
Site and Plant Managers	Operational management issues
Production Supervisors/Operators	Day to day processing and compliance issues
Engineering/Maintenance	Plant compliance issues
Contractors – Independent testing & service providers	Day to day requirements

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Qualifications, Experience & Competencies		
Requirement	Essential	Desirable
Education	Relevant Quality Control/Auditing qualifications	Relevant Technical Degree
Experience	Minimum 5 years sound work history in auditing and quality control Experience in dairy manufacturing Experience with external contractors Performance improvement, compliance and H&S exposure	Dairy compliance at senior level (5-10 years experience in a senior compliance role) Dairy industry process laboratory testing MPI auditing Team leadership and management experience
Technical / Functional Skills	Strong understanding of manufacturing principles and sampling and testing methods A leader of continuous improvement Strong intellectual qualities Effective communication skills Can demonstrate proficient computer skills (Microsoft Office) Proven administrative skills	Advanced documentation skills
Industry Experience	Food processing knowledge	Primary Industry Compliance