

POSITION DESCRIPTION

Job Title: GlobalGAP Coordinator

Department: Compliance

Reports to: Assistant Group Food Safety & Quality Manager

ROLE OBJECTIVE

Assist with co-ordination of the GlobalGAP programme for Seeka including completion of inspections and training of Seeka personnel as required. The GlobalGAP programmes are to be delivered in the most efficient, least disruptive and cost-effective way to minimise compliance and cost burdens on Seeka and its growers.

KEY RESPONSIBILITY: Inspections

DUTIES

- Book own GAP inspections and external GAP Contractors' inspections as required.
- Undertake GlobalGAP, GRASP and Contractor inspections for Kiwifruit, Avocado, Kiwiberry and other crop orchards in the Bay of Plenty area and areas outside the Bay of Plenty from time to time when requested by the Assistant Group Food Safety & Quality Manager.
- Carry out peer review of inspections completed by other Inspectors.
- Report conflicts with growers and/or Seeka CRMs to the Assistant Food Safety & Quality Manager.

KEY MEASURABLES

- Inspections and peer reviews are conducted within required timeframes and to Seeka's required standard.

KEY RESPONSIBILITY: Training

DUTIES

- Train, mentor and complete shadow inspections for Kiwifruit, Avocado, Kiwiberry and any other relevant crops (GG and GRASP).
- Develop training material and deliver training annually to Orchard Managers so that they understand the GG/GRASP process.
- Maintain training records, including CPD.
- Co-ordinate any CPD training for inspectors and trainees.

KEY MEASURABLES

- Training delivered and training materials provided are of a high quality.

KEY RESPONSIBILITY: Coordination and Support

DUTIES

- Prepare annually, inspection allocation plans to ensure there is a fair distribution of work whilst also considering geographical locations of inspectors, to ensure the most cost-efficient allocation is achieved. Prepared plan is to be presented to the Assistant Group Food Safety & Quality Manager for approval prior to implementation.

- Notify proposed changes to allocation plans to the Assistant Group Food Safety & Quality Manager for approval prior to executing.
- Advise the Assistant Group Food Safety & Quality Manager when inspector rotations are required (must be notified in September of the previous year rotation is due, for budgeting purposes).
- In conjunction with the Assistant Food Safety & Quality Manager, ensure new versions of GlobalGAP/GRASP standards are fully understood and that Seeka inspection systems are updated to accommodate all updates.
- Work with the Assistant Group Food Safety & Quality Manager, Group Food Safety & Quality Manager and the Food Safety & Systems Coordinator to review, update and improve processes and systems relating to GlobalGAP.
- Liaise with Zespri and AsureQuality on general/routine GlobalGAP matters. Escalate disagreements/conflicts to the Assistant Group Food Safety & Quality Manager.
- Support the Assistant Food Safety & Quality Manager with preparation for external audits e.g. Zespri and AsureQuality GAP Systems/PMO audits.
- Any other duties as reasonably required by the Assistant Group Food Safety & Quality Manager or Group Food Safety & Quality Manager.

KEY MEASURABLES

- Information provided is timely and accurate
- Processes are reviewed and improved on a regular basis.

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Industry Knowledge: Experience working within kiwifruit, horticulture or primary/manufacturing industry.
- Role specific knowledge: Have a minimum of 2 years' experience in a similar role
- Software/Technology: Previous experience using software and other computer based technology either in Seeka specific programs or using a similar software platform
- Microsoft Office Suite: Intermediate
- ZIL GG Certification – including as a Peer Reviewer
Accredited GlobalGAP and GRASP Inspector

PERSONAL ATTRIBUTES

- Analytical and conceptual thinking: Able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities.
 - Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. colleagues, growers and the public). Able to actively engage and influence all levels of staff.
 - Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
 - Problem solving skills: Identifies the root causes and breaks the problem down into the key issues. Grasps new concepts and can see the problem in relation to the bigger picture. Generates multiple explanations and solutions.
- Energy and enthusiasm: Excited, positive and motivated to be involved and get started.

SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

_____ Date:

Signed in agreement by the **employee**

_____ Date:

Signed on behalf of **Seeka Limited**