POSITION DESCRIPTION

Job Title: Regional Quality Manager - Northland

Department: Post Harvest

Reports to: Regional Manager

ROLE OBJECTIVE

This role is responsible for managing the Quality team which maintains Seeka quality systems throughout the Seeka post-harvest facilities in Northland and associated satellite stores, assuring that all export standards are met, and fruit loss and waste are minimised.

KEY RESPONSIBILITY: Health & Safety

- Follow all applicable procedures and work instructions as required.
- Communicate with Manager on additional task requirements.
- Keep equipment/area responsible for clean, tidy, free of foreign matter and contaminants.
- Adhere to cleaning schedules.
- Wear required food safety clothing and comply with hygiene requirements.

KEY RESPONSIBILITY: Quality Systems

DUTIES

- Ensure export standards for all fruit varieties are met across all Northland sites, relevant documentation is kept up to date, and relevant staff are informed of specification changes.
- Manage the quality manual systems and compliance, including Food Safety standards and requirements.
- Spend time on the floor to understand fruit grade and each KPIN, PPIN and CPIN, and become proficient in Zespri CCP1–CCP6.
- Support operational management and staff to achieve required compliance standards within budget.
- Monitor and report on inventory quality in cool stores, audit results and marketplace outturn reports.
- Liaise with marketer QA's, external auditors and ensure corrective action requirements are followed up.
- Own the SQF, BRC, MPI and NZA standards and their audits.
- Identify and train Quality Controllers, and plan for succession within the Quality team.
- Ensure there are enough ZAPs and MPI-approved QCs to cover all sites and shifts.
- Maximise fruit quality at regional level and minimise loss of export fruit to waste caused by poor grading performance
- Make recommendations for change, when identified, to improve quality systems.
- Ensure the quality team follows all company and site health and safety requirements and that any incidents are reported in a timely manner.
- Carry out any other duties as reasonably required.

KEY MEASURABLES

- Quality staff are well trained and follow quality procedures and policy
- Export standards are met
- Recommendations are made to improve Seeka quality systems
- Effective working relationships and communication with all Management and Key Staff
- Fruit quality and fruit loss is within targets set.
- Understand flexibility with decision making to ensure all customers including growers
- Seeka H&S policy is followed, all accidents and incidents are reported

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Microsoft Office Suite: Intermediate
- Data Analysis: Experience extracting useful information and translating it into actionable objectives
- HACCP certificate
- People Management: Experienced in best practice HR, managing people effectively to achieve business objectives
- Software/Technology: Previous experience using software and other computer-based technology either in Seeka specific programmes or using a similar software platform
- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry
- Process Implementation: Experience implementing company process or policy
- Role specific knowledge: 5 + years' experience in a similar role

PERSONAL ATTRIBUTES

- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public).
- Leadership/Influencing others: Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress to gain support or to have a specific impact on others.
- Organised/time management/prioritisation: Able to take an organised approach to all tasks to prioritise them according to the demands of the business
- Detail orientated: An ability to focus on details and ensure that tasks are completed to exacting standards.
- Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change.

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