**Job Description**

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| **Job Title:** TECHNICAL ASSISTANT  **Reporting To:**TECHNICAL MANAGER  **Job Purpose:**The Technical assistant will assist the Technical Manager to ensure that the BRC standard, legislative and customer requirements are met and maintained at all times and records updated as and when required. Assist the tracking of technical documentation and carryout the quality measurements. It is expected that the Technical Assistant will be familiar with or will have functioned previously within a Quality/Technical environment. |
| **Main Responsibilities:**   * Advise Operatives of any quality issues or requirements in materials according to the company’s guidelines. * Ensure technical standards are maintained and items are linked to the correct documentation. * Ensure all CCP’S are correctly controlled and maintained. * Complete mass balances on all ingredients and packaging * Traceability audits * Access supply change tracking * Booking product stock in and out of access supply. * Review all documentation * Internal auditing * Calibration auditing * QAS & QMS Auditing * Preparation of work procedures * Preparation of SOP’S * Maintenance and Engineering audits * Carry out audits within the production environment to ensure that Hygiene / GMP standards care maintained at all times to comply with the BRC Global Standard. In all cases monitor, measure and communicate the success of corrective actions undertaken and take further action as appropriate * Active member of the HACCP team * Conduct supplier audits and assist with the approval of new suppliers and/or raw materials. * Provide regular reports and trend analysis on microbiological, supplier, GMP and site related non-compliances as required. * Review and trend microbiological results and ATP on a continual basis to ensure that required standards are achieved. * Assist with customer & 3rd party audits on site * Assist with the investigation of customer complaints to bring about ongoing improvements and corrective action, where necessary and assist with complaint correspondence and customer liaison. * Work with the Management Team to assist in problem solving and implementation of corrective actions. * Conduct internal audits against the current BRC standard. * Assist with the approval of product artwork. * Liaise with suppliers on technical, microbiological and quality related issues where necessary. * Ensuring all corrective actions are taken with regard to quality and food safety. * To undertake training as required to maintain their role as legislation, retailer COPs are updated. * Any other duties required by the Technical manager for which they are suitably trained. |

**PERSON SPECIFICATION**

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| **Job Title: Technical Assistant**   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * Understanding of food safety * Understanding of HACCP * Applicants must have a minimum of 5 GCSE’s or their equivalent to include; Mathematics, English and a science subject. * Applicants must have a full driving licence. | * Degree in Food or other related subject. * Level 3 Hygiene, * Level 3 HACCP, and * Health and Safety qualifications would be an advantage as would experience with the current BRC standard and the various quality standards and procedures set by the major multiples. | | Relevant Experience | * Applicants must have at least one years experience within a technical role preferably QA or QC in a food manufacturing. | * 2 years experience within a food production or other applicable environment. | | Skills & Competencies | * Applicants must be computer literate, have good communication skills, a good level of English (both written and spoken), have good interpersonal skills, be able to work with all levels of management and carry out their work using their own initiative. | * Able to travel abroad on their own when required. | | Circumstances | * Available for shift work * Have a valid passport |  |   **Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**  **John A. Mackle**  **Managing Director**  **Date of next review: 3 years from date of approval** |
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