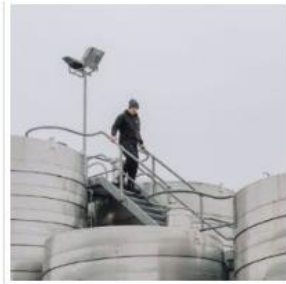
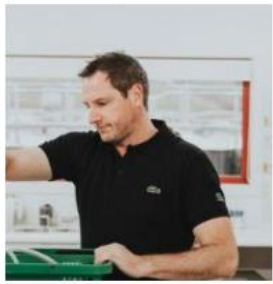




### POSITION DESCRIPTION



Position Title: Compliance and Safety Manager

Incumbent: N/A


Responsible to: Chief Executive Officer

Responsible for: Laboratory Supervisor, Laboratory Technicians


Date: May 2018

#### Purpose:


The position of Compliance and Safety (C&S) Manager has accountability for the development and implementation of quality compliance and safety management systems across both NZW sites. This includes the design and management of processes and procedures to ensure they are compliant with government regulations and international standards.

Accountability	Main Duties
<p data-bbox="204 1464 336 1498"><b>Strategic</b></p> 	<ul style="list-style-type: none"> <li data-bbox="512 1480 1433 1547">• Create and implement strategic direction for all matters relating to Compliance systems, and Safety within the Wineries.</li> <li data-bbox="512 1581 1433 1776">• Oversees regulatory and standard compliance requirements and align them with the business goals. <ul style="list-style-type: none"> <li data-bbox="608 1682 970 1715">• BRC/HACCP certification</li> <li data-bbox="608 1742 863 1776">• ACC certification</li> </ul> </li> <li data-bbox="512 1809 1433 1877">• Ensures that the CEO is kept informed of all compliance related information pertaining to the site activities.</li> <li data-bbox="512 1910 1433 1977">• Participates fully in all meetings with the senior leadership team and the Board as appropriate, contributing ideas and reporting as required.</li> </ul>



<b>Accountability</b>	<b>Main Duties</b>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Has overall accountability for the development and maintenance of the Health and Safety system for all NZW facilities, based on the principles of ASNZS4801-2001.</li> <li>• Organise, lead and chair the Health and Safety Committee meetings.</li> <li>• Ensure controls are implemented to agreed levels of Hazard risk.</li> <li>• Keep Health and Safety procedures up to date.</li> </ul>
<p><b>Laboratory</b></p> 	<ul style="list-style-type: none"> <li>• Manage the requirements of the Laboratory to perform wine analyses for both sites.</li> <li>• Manage the performance of the Laboratory staff in meeting their objectives to service the business.</li> <li>• Maintain a good working knowledge of all laboratory equipment, ensuring maintenance and servicing is carried out according to manufacturer requirements and warranties.</li> <li>• Identify new procedures for improving laboratory functioning.</li> <li>• Complete all dry goods ordering for Laboratory.</li> <li>• Maintain a good working knowledge of all laboratory equipment, ensuring maintenance and servicing is carried out according to manufacturer requirements and warranties.</li> <li>• Identify new procedures for improving laboratory functioning.</li> <li>• Complete all dry goods ordering for Laboratory.</li> </ul>
<p><b>Compliance Leadership</b></p>	<ul style="list-style-type: none"> <li>• Take an overall leadership role across the sites on development, implementing and maintaining compliance across all systems and procedures.</li> <li>• Author and champion the HACCP plan for both sites.</li> <li>• Oversee the HACCP pre-requisite programs.</li> <li>• Manage the NZW audit schedule and oversee the completion of internal audits.</li> <li>• Ensure the routine inspections for hygiene and safety are carried out and actions followed up.</li> <li>• Manage the non-conformance process and report on incomplete non-conformances and any trend patterns emerging.</li> <li>• Make sure staff are receiving adequate food safety training and are competent in food safety requirements.</li> <li>• Routinely check the traceability and recall status of the wines produced on both sites.</li> <li>• Manage the controlled documentation for the site processes.</li> </ul>



Accountability	Main Duties
	<ul style="list-style-type: none"> <li>• Prepare and conduct annual reviews of SOPs, site documents and manuals.</li> <li>• Report on site Quality, Safety and Compliance KPIs.</li> </ul>
<p><b>Authorities</b></p> 	<ul style="list-style-type: none"> <li>• Act as the company representative in any matters pertaining to Health and Safety.</li> <li>• Spending authority in line with the company delegated authority limits which are updated and maintained by the CEO.</li> <li>• Approve changes to systems and procedures within the Quality Management and Health and Safety system.</li> </ul>
<p><b>Food Safety</b></p>	<ul style="list-style-type: none"> <li>• To follow the requirements of the site food safety and HACCP plan. Follow the requirements of FSANZ, BRC Global Standard and site policies and procedures.</li> <li>• Ensure food safety, allergen and regulatory requirements are adhered to in all products.</li> <li>• Check that all winemaking tasks are performed in a hygienic manner that protects the products.</li> </ul>
<p><b>Quality and Legality</b></p>	<ul style="list-style-type: none"> <li>• Ensure products meet the set specifications and that any deviation from product specifications are be reported immediately.</li> <li>• Ensure all the Client wines comply with domestic and international labelling and food safety laws.</li> <li>• Keep up to date with new or changed regulatory requirements.</li> </ul>

**Interactions:**

External	Internal
<ul style="list-style-type: none"> <li>• Clients</li> <li>• Suppliers</li> <li>• Contractors</li> <li>• Consultants</li> <li>• Auditors</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• General Manager</li> <li>• Winemakers</li> <li>• Laboratory</li> <li>• Cellar</li> <li>• Plant Manager</li> </ul>



**Qualifications/Experience:**

- Strong Knowledge of leading Quality and Safety in a food processing plant
- Knowledge and training in HACCP a prerequisite
- Knowledge of British Retail Consortium Global Standard for Food Safety
- Autonomous project management experience
- Wine industry knowledge preferred but not a necessity
- Degree in Engineering or Food Sciences or similar
- 5+ years minimum related work experience in the manufacturing, health or regulatory areas, or other closely regulated industry required
- Experience in the manufacturing GMP Certified industry an advantage
- Experience in ISO 9001:2008 would be desirable.
- Experience with the New Zealand Food Safety Authority also desirable.
- Hands-on technical experience with QSR (Quality System Regulations, GMP (Good Manufacturing Practices), GLP (Good Laboratory Practices) & RA (Regulatory Affairs) preferred.

**General**

- This position description is a basis for duties, but does not encompass all events or scenarios and may be varied from time to time in consultation with the employee.
- The Employee will also be required to undertake duties from time to time as are reasonably requested by the Chief Executive Officer.