



# Job Description: Quality Support Manager - Rotherham

Rate of Pay: £38,000

## Purpose of the Role & Job Brief

Underwood Meat Company is looking for an experienced Quality / Quality Assurance Manager to coordinate and support the wider technical department, working alongside an established technical team; predominantly working from its' Rotherham Head Office. Reporting to the Group Technical Manager, QC's, QA's, and the Board of Directors on a day-to-day operational basis, and highlighting any issues of legal or strategic importance.

## Job Location

The role will predominantly be based from our Rotherham head office

## Responsibilities

The Quality Support Manager duties and responsibilities will include, but are not limited to, the following:

- Working with all departments to ensure that all finished products are manufactured to the specified customer quality and food safety standards
- Managing external audits, in the absence of the Technical Manager conducted by customers, statutory bodies & third-party audit body's
- Generating, and trending, key technical KPI information & working closely with production & engineering departments to ensure that targets are met and adverse trends stopped
- Leading, and supporting, the factory based internal sampling and safety audit programme (GMP, internal audit against the BRC & Red Tractor Standards)
- Ensuring customer specifications are completed, as required
- Ensuring group technical policies are implemented, and adhered to
- Supporting complaint investigation, through to customer response
- Supporting the technical department, to ensure that supplier approval and raw material specifications are available
- Supporting effective implementation of the company HACCP, VACCP, and Quality Management System
- Deputising for the Group Technical Manager
- Ability to travel to other sites within the group

## Experience:

- Further education to Higher National Certificate, or equivalent
- Similar leadership role experience; preferably in a meat processing or food manufacturing environment, working within quality, technical or production management systems
- HACCP level 3, internal audit / inspection qualification
- Practical knowledge & experience of BRC, allergen management, hygiene management
- Ability to work autonomously, without direct supervision
- Ability to provide supervision, conduct competency assessments and deliver training, where appropriate

The ideal candidate must be a motivated self-starter, be able to work to tight deadlines, be industry reactive in a pressured environment; also have the ability to work as part of a growing team and work on their own initiative.

## Hours of Work:

Usually Monday to Friday, based on a 40-hour week.

Bank Holidays are a normal working day, on a rota basis, due to the nature of the business.

A day in lieu will be given for working bank holidays.

## Additional information

Overtime may be required, within reason due to the nature of the business operations.

## Benefits:

Pension, Death-in-service, Staff shop discount, on-site parking

Further information can be obtained from: [katherine.skingle@underwoodmeat.co.uk](mailto:katherine.skingle@underwoodmeat.co.uk)