

# Quality Assurance Manager

## Position Description

Position Details			
Position Title	Quality Assurance Manager	Business Unit	Rum Jungle Meat Exports
Employment Status	Permanent	Location	Batchelor
Reports To	Plant /Operations Manager (Indirect) National QA Manager (Direct)	Direct Reports	<ul style="list-style-type: none"><li>QA Officers</li></ul>

Key Relationships			
Internal	<ul style="list-style-type: none"><li>Executive Leaders</li><li>Workplace Health &amp; Safety Manager</li><li>Plant Manager</li><li>HR Manager</li><li>Onsite Administrators</li><li>Candidates &amp; Field Staff/Employees</li></ul>	External	<ul style="list-style-type: none"><li>Key Community Leaders &amp; Influencers</li><li>Government Organisations &amp; Affiliates</li><li>Registered Training Organisations</li><li>Job Services Organizations Australia</li></ul>

Limits of Authority
<ul style="list-style-type: none"><li>Comply with all authority limits per operating procedures, instruction and policies</li><li>May not acquire, loan or dispose of assets without approval</li><li>May not include fundamental changes to business processes without approval</li><li>Comply with operating procedures and instructions from Central Agri Group management</li><li>Do not incur additional costs to normal operating costs for the business without prior approval from Central Agri Group management</li><li>May not introduce changes to the operating procedures without prior approval from Central Agri Group management</li><li>May not make statements to the press / social media / client or any external customers on business related concerns without prior approval from the Central Agri Group management</li><li>May not post job vacancies on any social media platforms without prior approval from the Recruitment Manager</li></ul>

Primary Purpose of Position
Responsible for planning, designing, implementing, and monitoring quality assurance processes to ensure the safe operations of facility, as well as ensuring the obtainment and sustainability of level 2 accreditation for export products. <b>Additionally, you will be</b> responsible for working with external providers to ensure the facility meets the standards of key customers both domestically, and internationally.

Environmental Conditions
<ul style="list-style-type: none"><li>Travel required -Vey Limited</li><li>Office facilities provided</li></ul>

Key Responsibilities
<ul style="list-style-type: none"><li>Implementing all QA policies, programs and procedures required to achieve the highest standard of QA for an export meat facility and gain/sustain AUS-MEAT accreditations</li><li>Ensuring that the plant operates within the regulatory requirements of all relevant legislative bodies, as well as the policies and procedures of CAG</li><li>Conduct the daily pre-shipment review as per required standards</li><li>Supervise on the job and overall training for all employees in production with regards to Quality assurance.</li></ul>

QA Manager - Rum Jungle	Effective Date: 25/01/2020	Review Date: 25/01/2021
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- Update and review work instructions as per new position/activity added or removed in the system
- Conduct Maintenance audits
- Conduct Management review with plant team
- Oversee importing country and customer requirements, incl. BSE controls
- Corrective actions for internal use and Dept of Agriculture
- Establishing and maintaining general export and overseas customer registration and certification requirements.
- Completing hands on tasks such as updating QA manuals and SOP's, reviewing QA documentation for regulatory submissions and inspections, conducting internal and external audits and implementing action plans, etc;
- Ensuring that all staff operate at the necessary QA standards; and
- Undertaking projects and activities as directed by the Managing Director or Plant Manager.

Key Performance Indicators (KPIs)		
Activity	Target Per Week	Result
<ul style="list-style-type: none"> <li>• NCR</li> <li>• CAR</li> <li>• ZTE</li> <li>• Internal and External Audits</li> </ul> <p>• <b>Maintain Quality Assurance ensuring the business unit maintains Prime Safe Accreditation and the business BRC accreditation</b></p> <p><b>Ensure following being performed as per standards:</b></p> <ul style="list-style-type: none"> <li>• Pre-Operational Hygiene</li> <li>• Gear Check</li> <li>• MHA Process &amp; Product</li> <li>• AUS MEAT</li> <li>• Temperature</li> <li>• ESAM</li> <li>• Data loggers</li> <li>• </li> </ul> <p>• <b>Lost Time Injury</b></p>	<ul style="list-style-type: none"> <li>• 0 NCR</li> <li>• As required</li> </ul> <ul style="list-style-type: none"> <li>• 100%</li> </ul> <ul style="list-style-type: none"> <li>• 100%</li> </ul>	<ul style="list-style-type: none"> <li>• 0 noncompliance on quality and food standards <b>Measured by daily, monthly, and quarterly audits and reviews</b></li> </ul> <ul style="list-style-type: none"> <li>• It is expected that through leadership and management of the quality function, all QA administration and compliance is up to date and further, that the application of the QA procedures is employed by all staff within the business unit. <b>A review of all QA documentation each quarter shows 98% compliance.</b></li> </ul> <p>All the tasks are being performed and monitored by relevant QA team member and review process and training needs of employees in close coordination with management and supervisors</p> <ul style="list-style-type: none"> <li>• Protect the welfare of employees by incurring zero Lost Time Injuries</li> </ul>
<p>• <b>Meet Compliance Audit Target</b></p>	<ul style="list-style-type: none"> <li>• ≥ 80%</li> </ul>	<ul style="list-style-type: none"> <li>• Retention of organisational Accreditation, Certification and Licencing for Quality control function.</li> </ul>

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|  |  | <ul style="list-style-type: none"><li>• Adherence to relative legislative policies and procedures</li><li>• Commitment to ensuring all reasonable steps are undertaken to mitigate risk to the business and thorough due diligence is conducted to ensure CAG are not at risk of employing, referring or contracting individuals with insufficient work rights in Australia &amp; incurring associated penalties</li></ul> |
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### Specialist Capabilities

<b>Experience</b>	Considerable experience working within a quality assurance environment, with a significant portion of this time in the meat industry. Importantly, you will have experience in not only ensuring ongoing compliance, but designing and implementing quality assurance processes, and will possess all necessary qualifications and registrations.
<b>Qualification</b>	<ul style="list-style-type: none"><li>• Basic Microsoft Office Suite skills and Computer Literacy</li><li>• Certificate in Meat Processing but not necessary</li></ul>



### Employee Acknowledgement

I have read and understood the contents of this position description and confirm that:

- I understand and accept the tasks to be performed
- I agree to perform the tasks in a safe and competent manner
- I understand the position requirements may be varied from time to time

<b>Employee Name</b>			
<b>Signature</b>		<b>Date</b>	
<b>Manager Name</b>			
<b>Signature</b>		<b>Date</b>	

Send applications to - [sana@centralagrigrup.com.au](mailto:sana@centralagrigrup.com.au)