

## Role Profile

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**Job Title:** Assistant Quality Assurance Manager  
**Department:** Quality  
**Reports To:** Quality Assurance Manager  
**Ref:** Ref-172, V2– 07 July 2021

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### Role Overview

This is a key management role within the site with responsibility for driving the quality and hygiene ethos, whilst ensuring both company and regulatory compliance throughout the site.

### Main Duties

- Responsible for implementing and maintaining site compliance with the Quality Management plan, company quality management systems and internal/external audits
- Ensuring that all quality controls, in respect of raw materials, process flow, finished products, materials, packaging, hygiene and environmental matters are strictly adhered to, within the Packhouse
- Conduct investigations of process/failures and customer complaints to identify effective corrective/preventative action and root cause analysis
- Responsible for promoting and implementing quality standards and driving continuous improvement and integrity within the quality function
- Responsible for training and managing the Quality Control personnel within the Packhouse (where relevant)
- Implement and monitor hygiene practices throughout the site and hold routine meetings with hygiene staff to continually improve performance
- Preparing for and take the lead in customer visits/audits and third party audits within the Packhouse
- Managing the weekly microbiological swabbing schedule and trending/analysing this information
- Leading the improvement of product quality at intake, product age, storage, packing and distribution functions by continual physical checks and implementing robust corrective actions
- Responsible for Brand and Product Integrity

This is not an exhaustive list and is subject to change and amendment.

### Competencies to perform the role

This role requires the successful candidate to:

- Have good computer skills
- Good report writing skills
- Be highly self-motivated and understand the importance of teamwork
- Have excellent organisational and prioritising skills
- Be a strong communicator in written and verbal presentation

- Be results driven & systems orientated, including automated stock management systems
- Be able to stand by any decision made, having reviewed the relevant factual data

#### **Experience and Qualifications**

- Higher National Diploma or higher in a food technology related field
- Previous supervisory/management experience in quality assurance, particularly within the food industry would be an advantage but is not essential
- Suitable applicants will have a good general educational background and willingness to learn
- Must have a “can do” attitude to all tasks

#### **Other significant role requirements**

- Preparedness to work flexible hours
- Willing to train quickly and under pressure

#### **Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact