

Job Description



Job Title: Compliance Officer	Grade: 3
Department: Production	Date: 04/01/2017

Position Overview

The Compliance Officer is a member of the Production Team reporting to the Operations Manager. The key requirements of the role are to oversee and continually improve/ensure compliance to the Food Safety Systems in place (to SALSA standard and other 3rd party requirements), the Health & Safety Program (incl. Fire Safety) and other quality assurance & gap analysis (SEDEX and customer). The Officer will function as an independent and objective body within the business – undertaking site reviews, assessing and evaluating risks & promoting regulatory compliance within the organisation.

The position ensures the Board of Directors, management and employees are risk sensitive, operating safely and are in compliance with the requirements of regulatory agencies. The Compliance Officer ensures that company policies and procedures are being followed and that behaviour in the organisation meets the company's documented standards.

Essential Job Functions

- Channel of communication to receive and direct compliance issues to appropriate resources for investigation and resolution.
- Ensure all COSHH registers within the business are completed, filed and up to date alongside all other compliance documentation.
- Develop, initiate, maintain, revise and manage the day to day operation of all company policies and procedures including but not limited to, general operation, compliance program, SALSA, HACCP / TACCP, health and safety, communications, and its related activities to prevent illegal, unethical, or improper conduct
- Undertake routine site inspections (and recording findings) and undertake a full SALSA internal audit once a year.
- Undertake Traceability and Food Safety Recall test at least once a year (working with Operations Manager / Winemaker)
- Take the Technical lead at any 3rd part onsite audit (SALSA, Wine Society, Marks & Spencer, Waitrose, Sodexo etc), working in conjunction with Operations Manager and Production Lead. Taking ownership of resulting actions and seeing through to completion (submitting to customer and documenting & implementing any changes internally)
- Manage day-to-day operation of the policies and procedures.
- Review Internal Policy and Procedure/checklists

- Periodically review and update all policies and procedures to ensure continuation, relevance and guidance to management and employees.
- Communicate with managers of each department directly with compliance issues.
- Respond to alleged violations of rules, regulations, policies, procedures and Standards operating producers
- Monitor and coordinate compliance with all aspects of health and safety for other departments to identify trends
- Work alongside HR to ensure up to date food safety documentation for BreatheHR records for staff
- Identify potential areas of compliance vulnerability and risk; develop/implement corrective action plans for resolution
- Provides reports on a regular basis, and as directed or requested, to keep the Operations Manager and senior management informed of the operation and progress of compliance efforts.
- Work with Operations Manager to review and raise non-conformances to ensure complete closure, trend analysis and any relevant changes to process/procedure/policy are documented & put in place
- Institute and maintain an effective compliance and health and safety communication program for the organisation.
- Work with managers within the business to develop an effective compliance training, including appropriate introductory training for new employees as well as ongoing training for all employees and managers, as necessary.
- Complete and return annual (or as requested) quality, technical and food safety submissions & documentation to customers

Non-Essential Job Functions

Attending and representing Ridgeview at trade and consumer events.
Assisting with marketing events held at Ridgeview.

Requirements

Successful completion of 6 months probationary period at Ridgeview.
Full, clean driving licence.
Self-motivated and able to work independently
IT skills including Microsoft Office.
Relevant qualification regarding safety at work systems