



Job Title : **Compliance & Technical Manager**

Department : **Operations**

Date : **January 2026**

Hours : **37.5 per week**

Position Overview

The Compliance & Technical Manager is responsible for leading and maintaining Ridgeview's Food Safety and Health & Safety ensuring continual compliance with BRCGS, legal requirements and customer audit expectations. Reporting to the Operations Director the role provides central compliance leadership across the site, supporting managers with HACCP, TACCP/VACCP, audit readiness, non-conformance investigations, monitoring and verification activities, and chairing the Health & Safety Committee to promote a strong, consistent compliance culture.

Main Job Functions

Management Systems, Standards & Audits

- Lead and maintain the Food Safety, Health & Safety in line with legal, industry and customer requirements (including BRCGS, HACCP, TACCP and other relevant schemes)
- Lead activity to retain third-party accreditations and embed new standards where required.
- Lead the internal and external audit programme for Food Safety and Health & Safety ensuring it is risk-based and up to date.
- Lead as primary host for certification, regulatory and customer audits, coordinating responses and ensuring corrective actions are completed.

Food Safety & Health & Safety Leadership

- Lead HACCP and TACCP/VACCP teams, ensuring risk assessments, validations and verifications are current and effective.
- Lead and chair the Health & Safety Committee, supported by managers and supervisors across the site.
- Lead the maintenance and review of BRCGS, H&S risk assessments, COSHH and safe systems of work, ensuring documentation and actions remain up to date.



Incident, Non-Conformance & Continuous Improvement

- Lead investigations into non-conformances, complaints, incidents and near misses, ensuring root causes and corrective actions are identified and completed.
- Track and trend analysis of non-conformances to highlight systemic risks and improvement opportunities via compliance reports
- Conduct traceability and recall exercises for the business.

Compliance Data, Documentation & Customer Support

- Lead the control and maintenance of compliance documentation, ensuring accuracy, accessibility and appropriate document control.
- Lead completion of technical, quality and compliance submissions for customers and stakeholders.
- Lead updates to systems and processes in response to changes in legislation, standards and customer requirements.

Training, Culture & Stakeholder Engagement

- Lead delivery of Food Safety and Health & Safety (induction, refresher and targeted).
- Act as a visible compliance champion, supporting colleagues to maintain standards and challenge unsafe or non-compliant behaviour.
- Build effective relationships with internal teams, auditors, regulators and other stakeholders.

Required skills and experience :

- Experience leading Food Safety and/or Compliance systems in food, drink or production environments.
- Strong knowledge of BRCGS, HACCP and UK Food Safety and H&S legislation.
- HACCP-trained and Internal Auditor-trained
- Excellent organisational, communication and influencing skills.
- Confident with IT and digital compliance systems.
- Methodical, reliable and able to prioritise effectively.
- Keep up to date with relevant regulations and industry practices and inform the business.



Personal characteristics:

- Adaptable and able to time manage and prioritise tasks
- Excellent and proactive communicator.
- Can-do, hands-on attitude
- Self-motivated and able to work independently and within a team.
- Look to develop skills and expertise and apply in every detail of the job.
- Discreet and understand the legal implications & requirements to keep the business safe.

General duties

- At all times comply with company Health & Safety and Food Safety rules and procedures and carry out their duties and tasks.
- Take all reasonable care for the health and safety of themselves, and of others who may be affected by their actions or omissions.
- Co-operate with supervisors and managers on safety matters.
- Practice a positive safety mindset in the workplace and be empowered to challenge or report any unsafe behaviours of others with aim of reducing risk and possible injury.
- Please refer to the Health & Safety Policy for specific responsibilities.

Ridgeview Wine Estate has a fundamental and passionately held commitment to adopt ethical, responsible and sustainable business practices. We are committed to ensure that our workforce truly represents society, encouraging everyone to be best that they can be through celebrating and encouraging the uniqueness that every individual can bring through diversity. We welcome all to join us on this inclusive journey. We are proud to be Disability Confident (Committed)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

