



Job Title:	Technical Manager
Department:	Technical
Base Location:	Tewkesbury
Hours:	40 hours per week
Relationships:	Production and Chilled Warehouse Managers, Technical Team, Lab Manager
Responsible to:	Operations Director
Responsible for:	Laboratory Manager, Quality Technicians

The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

JOB DESCRIPTION

Overview:

Technical lead for food safety and legal compliance for the Company. Leading the Technical Department, driving quality standards, farming liaison and internal laboratory quality control. To provide training and development of Cotteswold Dairy staff in food safety.

Main Duties & Responsibilities:

- To provide strategic leadership in the continuous improvement of food safety, technical compliance and culture development.
- Direct Quality Assurance operations for the company
- Developing and controlling quality programs
- Monitor Production Department's conformance with quality systems
- Understand, establish and audit quality safety systems associated with the production of a safe product.
- Audit and manage Company processing operations to ensure legal compliance and to provide due diligence.
- Maintain and develop the HACCP food safety plan, including the process control systems and documentation in line with Company and customer requirements.
- Host site accreditation, specifically annual BRC certification, and customer audits
- As a senior member of the Management Team working together to implement improvements in the business' practices and operations.

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Cotteswold Dairy



- Technical support during the NPD process including the approval of new suppliers, product, process in order to meet business strategy of developing added value products
- Resolve customer complaints, liaising with relevant departments to ensure that target levels are achieved and improved upon.
- Management and continued development of the Laboratory Manager, laboratory team and Quality Technicians
- Responsible for and overseeing the operations of the laboratory.

Skills (Essential):

- Degree/HND or equivalent in a food related subject
- Experience of working within FMCG with the BRC
- Previous demonstrated experience within a high-risk food manufacturing environment.
- Internal and external auditing experience
- Previous management and leadership experience
- Sound technical and food safety knowledge
- Report writing, clear and concise presentation of information
- Excellent attention to detail with clear focus on end results
- Excellent communication skills and strong negotiation skills
- Personal integrity and an ability to work independently
- Great deadline management and problem solving skills
- Knowledge/previous experience of the dairy/food industry
- Food Safety Level 3
- HACCP Level 3
- Good working knowledge of Microsoft Office

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