

<b>Position Title:</b>	<b>Compliance / Head QC PPP</b>
<b>Reports to:</b>	PPP Operations Manager
<b>Group Division/Function:</b>	PPP

#### Role Purpose

<b>The Compliance QC – is a member of the PPP Team. This role is responsible for:</b>	
1.	To ensure PPP operational processes strictly adhere to Riversun Nursery Ltd (RNL) HACCP based standard operating procedures, meeting critical control points. This role will be responsible for internal audits and ensuring correct: compliance to certification as well as legislation and regulations. To ensure operational activities adhere to the RNL Health and Safety policy.
2.	To lead the PPP Quality Control team to ensure accurate, timely, and efficient QC checks are performed, that issues identified are immediately reported to assist in ensuring we deliver our promise to our clients of product that meets Riversun and Industry specifications of quality and traceability at all times.

<b>Key Area of Accountability</b>	<b>% of the Total Role</b>	<b>What are the Outputs Expected</b>
<b>Head QC (Team Leader)</b>	50%	<ul style="list-style-type: none"> <li>Carry out QC checks as detailed in RNL Standard Operating Procedures (SOPs).</li> <li>Ensure checks are timely and accurate</li> <li>Issues are immediately communicated to Team Leaders, Supervisors, Managers so corrective actions / retraining can occur.</li> <li>Follow up checks are conducted following corrective actions to ensure standards are met.</li> <li>Train, coach and lead the PPP QC Team.</li> <li>Ensure that team members are trained to a high level of competency in the applicable SOPs.</li> <li>Make sure all equipment required is in good order, calibrated if required and available prior to operations commencing.</li> <li>Assist with the Nursery operation ensuring traceability is not compromised and contribute to the ongoing training of staff.</li> <li>Have a thorough understanding of the SOPs in all Nursery activities that you will be involved in.</li> <li>Responsibility for QC documentation ensuring its correctly filled out, signed, and filed. Providing summary reports as directed by the PPP Operations Manager.</li> <li>Quality control issues and problems are reported on. A positive attitude towards quality is developed, maintained and rewarded across all areas of production. An environment of continuous quality improvement is maintained.</li> <li>Assist the PPP Operations Manager in creating a team environment that rewards positive attitudes, progressive and inclusive thinking, and a continual focus on betterment and improvement.</li> </ul>
<b>Internal Audits</b>	35%	<ul style="list-style-type: none"> <li>Carry out internal audits for certification compliance as required, in liaison with the PPP Operations Manager</li> <li>Ensure all internal audit checks are met, are timely, and accurate, and findings communicated with management</li> <li>Follow up on corrective actions to ensure they are rectified in a timely manner.</li> </ul>

		<ul style="list-style-type: none"> <li>Through audit ensure certification requirements are being met and that processes and systems are in place and functioning as per SOPS and within required specifications, including documentation.</li> <li>SOP / Compliance document control as directed by the PPP Operations Manager.</li> </ul>
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<b>Health &amp; Safety</b>	10%	<ul style="list-style-type: none"> <li>Assist the PPP Operations Manager to ensure compliance across the Company regarding Health and Safety by carrying out audits to monitor that systems in place are functioning properly to manage Health and Safety and meet regulations.</li> <li>Assist with staff inductions and training as required for production process, H&amp;S, and new staff.</li> </ul>
<b>Other</b>	5%	<ul style="list-style-type: none"> <li>From time to time the Employee may be required perform other duties within other areas of the company which the Employer may reasonably expect the Employee to perform as the needs of the business dictates.</li> </ul>

<b>Key Requisites</b>
<b>Education/Experience and Qualifications</b>
<ul style="list-style-type: none"> <li>Experience with external audits.</li> <li>Minimum 2 years relevant experience at a comparable level.</li> </ul>
<b>Special Skills/Competencies</b>
<ul style="list-style-type: none"> <li>Current drivers license.</li> <li>Adaptable, flexible, able to change plans based on the changes in the plants, a problem solver.</li> <li>Dedicated, with a positive attitude.</li> <li>Self-aware, regimented/understands and works to the time sensitive nature of the plants.</li> <li>Takes responsibility for results, organised, sets standards.</li> <li>Strong interpersonal skills, a clear communicator, collaborates well with others, builds relationships.</li> </ul>

<b>Key Working Relationships</b>		
<b>Most frequent Contacts</b>	<b>Internal/External</b>	<b>Nature or Purpose</b>
PPP Operations Manager	Internal	<ul style="list-style-type: none"> <li>Reporting Line</li> <li>Any relevant strategic or operational issue impacting on the business.</li> </ul>
PPP Production Supervisor PPP Green Team Supervisor PPP Team Leaders PPP Team Members Riversun Compliance Team	Internal	<ul style="list-style-type: none"> <li>These are key working relationships and need to be developed and maintained.</li> </ul>
Riversun Staff	Internal	<ul style="list-style-type: none"> <li>It is expected that a courteous and professional working relationship will always be maintained with all other Riversun employees and management.</li> </ul>
External Auditors	External	<ul style="list-style-type: none"> <li>As required and/or directed from time to time.</li> </ul>