

Position Description

Position:	Compliance Coordinator
Department:	Quality Assurance
Reporting to:	Quality Assurance Manager / Winemaker
Location:	Marlborough
Date:	June 2024

Position Purpose:

The Compliance Coordinator role provides support to maintain Yealands Quality, Food Safety, Sustainability and Health, Safety and Wellbeing programmes.

Key Relationships:

External	Internal
Yealands Suppliers – systems, services, and physical products	Sustainability Manager
Customers	Health, Safety and Wellbeing Advisor
Auditing bodies	All Departments
	Leadership Team
	Management Team

Key Accountabilities & Tasks:

System Management

- Manage data-base systems, workflows and document control to support certification management.
- Ensure systems are fully operational, efficient, and information is current and accurate.
- Manage access, training, day to day support and troubleshooting to engage and promote positive end-user culture
- Support, manage and improve data integrity, providing accurate and on-time reporting.

Compliance

- Maintain accurate compliance, supplier management and incidents, co-ordinate associated actions and events such as training
- Coordinate customer complaints investigation and reporting.
- Support the integrated QSE team with improvement and implementation projects.
- Coordinate environmental sampling, reporting, and participate in all Sustainability activities

Audits

- Coordinate internal audit requirements, monitor follow-up items to ensure they are completed within given timeframes.
- Actively participate in external audits – supporting departmental managers.
- Coordinate and participate in internal audits, monitor follow up actions and reporting.

Key Accountabilities & Tasks:

Coordination

- Co-ordinate customer requests for data and other information
- Prepare meeting reports and minutes, actions and follow-ups
- Coordinate reports and presentation documents to support management.
- Collate data to support departments managers, identify opportunities for improvements

Health, Safety, Compliance & Standards

- Abide at all times to relevant legislation and the company's policies and procedures whilst acting within the capacity as an employee or whilst acting on behalf of Yealands.
- In relation to Health and Safety, ethics, quality assurance, and food safety responsibilities:
 - » Comply with relevant legislation and related company's policies, procedures, and standards.
 - » Actively participate in related training.
 - » Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - » Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- Work with 'best practice' in regard to food defence and food fraud procedures.
- Actively perform and participate in audits as required.

Person Specifications:

Education:	<ul style="list-style-type: none">• Proficient using Microsoft Office (Word, Excel, Outlook, SharePoint, PowerPoint) at an intermediate to advanced level.
Experience:	<ul style="list-style-type: none">• A minimum of 3 years work experience in a similar role and working across multiple teams.• Experience within the FMCG or wine sector desirable but not essential.• Experience with analysing data and providing reports
Specific Skills:	<ul style="list-style-type: none">• Organisational skills with proven ability to manage time.• Strong interpersonal skills.• Customer service.• Ability to educate and influence.
Core Competencies:	<ul style="list-style-type: none">• Ability to manage multiple priorities on time• Clear written and oral communicator.

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

Employee and Manager Acknowledgement:

Employee Signature

Date:

Manager Signature

Date: