

Position Title:	Quality & Compliance Officer	Reports to:	Veterinarian
Department:	Quality	Job Family	Product Quality
Location	New Zealand Office, New Plymouth	Date PD updated	September 2024
Accepted by Employee		Signed:	

1 Background of Aviagen

Aviagen is the world's leading poultry breeder, providing breeding lines for the production of broiler chickens to over 250 poultry producers globally. The Company has a number of wholly owned operations across the United Kingdom, Europe, Brazil, India, Australia, New Zealand and USA as well as joint ventures in Asia.

The Aviagen New Zealand operation is part of the wider AANZ business unit which covers both Australia and New Zealand. New Zealand Operations area of accountability consists of the Rotorua Quarantine Farm, New Zealand Production and Rearing Farms, Farm Services (Intercrop and Maintenance), and the New Zealand Hatchery.

2 Job Profile Summary

This position is responsible for supporting the implementation, alignment to and monitoring of quality assurance programs throughout the New Zealand business. Key aspects of the role include inspecting product, monitoring and reporting on compliance with the highest possible quality and risk management standards, monitoring biosecurity risks, and identifying areas for continual improvement.

Administration of organisational documents including document control and facilitation of reviews.

This is a critical position in ensuring that the product and internal operational systems are of the highest possible quality.

3 Dimensions

Travel Requirement	Domestically to Aviagen NZ facilities in Taranaki and Rotorua
Staff Management	Nil
Financial Management	Nil

4 Key Accountabilities

4.1 Quality Control Management:

- In conjunction with the Operations Manager/Veterinarian, develop draft quality control procedures and guidelines for poultry breeding operations – to be approved by Reporting Manager / Veterinarian prior to implementation.
- Monitor and evaluate the effectiveness of quality control processes, identifying areas for improvement.
- Conduct regular inspections and audits to ensure compliance with quality standards, industry regulations, and biosecurity measures.
- Collaborate with relevant departments to monitor the correction and resolution of quality-related issues promptly.

4.2 Documentation and Reporting:

- Maintain accurate and up-to-date documentation related to quality control, including records of inspections, audits, and corrective actions taken.
- Prepare regular reports on quality metrics, trends, and performance indicators.
- Analyse data and provide actionable insights to management for continuous improvement.
- Compilation of key technical data for reports and presentations as required
- Compilation of a monthly quality report to include relevant departments

4.3 Training / Assessment guidance and delivery of education:

- a) Assist in the development and delivery (where requested) of development programs to educate employees and stakeholders on quality control standards, procedures, and best practices – Development programmes to be developed once 4.1a is finalised.
- b) Routine assessment of Aviagen staff in biosecurity, animal welfare and SOPs. Maintain training and development records for Operations team as required
- c) Provide feedback to relevant managers if competence issues are identified during staff assessment, guidance or training.
- d) Where requested by Reporting Manager / Department Manager conduct occasional training of;
 - Contract staff or other stakeholders in animal welfare and biosecurity.
 - Induction / Onboarding delivery of approved training programmes
 - Group training on occasion for new or updated SOPs, RMP requirements, Welfare matters.
- e) Accurately maintain skills database for Operations teams as required

4.4 Administration and audit of internal Quality Management Systems

- a) Monitor adherence to internal quality standards and Governmental requirements such as RMP.
- b) Auditing of company farms, through relevant process/system, biosecurity, and/or animal welfare audits, including aspects of RMP.
- c) With consultation, maintaining and updating manuals (including but not limited to Farm and Export) to reflect current and best practice to ensure Quality Standards achieved.
- d) Manuals, SOP's, Work Instructions; continuous improvement and updating of procedures, including management and maintenance of files on server and online directory, where approved by document owners.
- e) Drive Quality Systems improvement of farms in liaison with department managers.
- f) Identification and recommendations of improvement of quality processes and procedures.
- g) Develops and implements an assessment process that accurately measures the execution of the Aviagen QMS.

4.5 Veterinary Support:

- a) Sample retrieval, processing and packaging and dispatch samples
- b) On occasion, accompany external auditors during verification activities.

4.6 Product Health, Welfare and Risk Management Monitoring

- a) In conjunction with the NZ team, foster a culture of compliance, in relation to product health, welfare and biosecurity.

4.7 Regulatory Liaison:

- a) Stay updated on industry advancements, regulations, and emerging best practices related to poultry breeding quality control.
- b) Prepare for and participate in audits and inspections by regulatory bodies.

5 Person Specification Requirements

Education Requirements	<ul style="list-style-type: none">• Degree level qualification with an emphasis in Quality (desired)• Degree level qualification in Poultry Science, Animal Science, Veterinary or Agriculture (desired)
Work Experience	<ul style="list-style-type: none">• Minimum of 1-2 years' experience in a similar quality based position• Demonstrable experience in Quality Control, Auditing and HACCP procedures in relation to disease control and animal production systems (desired)

Training/ Certifications (All desired, however training will be provided)	<ul style="list-style-type: none"> Quality Assurance Systems Training: Knowledge of HACCP, ISO 9001, or other recognised quality assurance systems. Biosecurity Training: Experience or formal training in biosecurity measures within hatcheries or agricultural settings. Animal Welfare Codes: Certification or formal understanding of national/regional animal welfare standards, as it is critical for ensuring regulatory compliance NZ MPI Risk Management Program (RMP) training
Language Requirements	<ul style="list-style-type: none"> English Proficiency: Strong verbal and written communication skills are essential, as the role involves preparing reports, liaising with staff, and potentially interacting with regulatory bodies. Proficiency in English is assumed, given the role's reporting and compliance duties
Competencies/ Skills	<ul style="list-style-type: none"> Quality Control Expertise: Strong skills in implementing and monitoring quality control processes. Attention to Detail: High attention to detail, especially in data collection, monitoring, and reporting tasks. Team Collaboration: Ability to work as part of a team and provide training and support to staff in maintaining quality and biosecurity protocols. Problem Solving: Ability to identify issues, analyse data, and provide actionable solutions. Technical Proficiency: Competence in using software tools like Excel, Word, and data management systems and documentation Organisational and Time Management: Excellent organisational abilities with the capacity to manage multiple tasks independently and meet deadlines in a dynamic, fast-paced environment. Communication and Interpersonal Skills: Strong communication, negotiation, and presentation skills, with the ability to engage and collaborate with diverse internal and external stakeholders. Independent and Self-Reliant: Demonstrates the ability to work autonomously, make informed decisions, and take initiative while balancing competing priorities. Travel Flexibility: Willingness and flexibility to travel to various operational sites, primarily within the Taranaki region, as needed (Company pool vehicle available where required and motor vehicle drivers licence required please). Integrity and Professionalism: Maintains a high standard of ethical conduct and professionalism in all aspects of work
6 Person Specification Requirements	
<p>Demonstrated strong alignment of the incumbents' everyday conduct with Aviagen's Values and Behaviours:</p> <p>POSITIVE ATTITUDE: We show a positive "can-do" attitude in our work and interaction with colleagues and customers</p> <p>CUSTOMER FOCUSED: We devote our time and energy to add value and make a difference for customers each day</p> <p>TEAM ORIENTED: We work together toward efficient and effective ways to meet customer needs and help our company succeed</p> <p>RESPECTFUL: We treat everyone with equal respect and value their contributions, as well as their diversity</p> <p>CONTINUOUS IMPROVEMENT: We're a learning organisation, with a constant drive toward greater achievement to benefit our customers and stakeholders</p> <p>INTEGRITY: We show consistent moral and ethical behaviour in all we do</p> <p>CARING: We care for our employees, our customers, our birds, our communities and our world.</p>	

Note: The above position description is a general overview of the role and responsibilities and may be subject to change based on the evolving needs of the organisation