

## JOB DESCRIPTION / PERSON SPECIFICATION & COMPETENCY FRAMEWORK

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| <b>Job Title</b>  | Quality Assurance Inspector (Beet Intake)    |
| <b>Reports To</b> | Beet Intake Manager                          |
| <b>Department</b> | NFU Sugar                                    |
| <b>Location</b>   | Bury St Edmunds, Cantley, Newark, Wissington |
| <b>Grade</b>      | Spot Salary                                  |

### **JOB DESCRIPTION**

#### **Main purpose and scope of job:**

- To ensure that every sample taken from a load of sugar beet is sampled to agreed procedures.
- To verify and record that all weigh-bridges and automatic beet samplers are operating to agreed specifications.
- To be onsite at the start and end of beet intake.
- Record and report activities and issues throughout the shift to the Beet Intake Manager (BIM).
- Report any non-compliances to the British Sugar charge-hand and BIM.
- Has the authority to stop sampling should there be a major non-conformance.

#### **Functional and Managerial responsibilities:**

- To liaise and co-operate with British Sugar employees, beet growers and delivery drivers.
- To complete the daily reports and email to the BIM.
- To record grower complaints and email or send to the BIM office.
- To promptly report all problems, in particular equipment failure, to the BIM
- To comply with NFU and British Sugar's Health and Safety procedures.
- To witness all rejected loads and record details.
- To monitor and record overweight loads.
- To report any change in the quality of beet being rejected to the BIM.
- To report and record non-compliance of agreed procedures to the BIM.
- To report and record details of instances when sample integrity is compromised to the BIM.
- To follow up corrective actions to ensure they have been satisfactorily completed.
- To write up an end of campaign report.
- To work in accordance with NFU Sugar procedures.

#### **General**

- To perform such duties as the NFU may reasonably require or circumstances dictate and for which he/she is reasonably qualified or trained.
- To ensure compliance with NFU policies.

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### PERSON SPECIFICATION

|  | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
|--|--|---|
| <b>Knowledge and Expertise</b>                         | <ul style="list-style-type: none"> <li>A good standard of general education (GCSE or eq).</li> <li>An awareness of Health and Safety Procedures.</li> </ul>  | <ul style="list-style-type: none"> <li>Previous experience of Health and Safety procedures (IoSH)</li> <li>Experience in a similar or factory working environment.</li> <li>Food industry experience</li> </ul> |
| <b>Communication and Relationship Skills</b>           | <ul style="list-style-type: none"> <li>To have excellent written and verbal communication skills.</li> <li>To have experience in establishing and developing relationships with colleagues, external suppliers and contacts.</li> <li>Excellent interpersonal skills.</li> </ul> | <ul style="list-style-type: none"> <li>Farming or agricultural background or knowledge of the industry for a basic understanding of the growers</li> </ul>  |
| <b>Practical and Physical Skills</b>                   | <ul style="list-style-type: none"> <li>To have basic keyboard/IT skills.</li> </ul>  | <ul style="list-style-type: none"> <li>Completed training courses or certificates</li> </ul>  |
| <b>Decision Making and Problem Solving</b>             | <ul style="list-style-type: none"> <li>Able to work on own initiative and with limited supervision.</li> </ul>   |   |
| <b>Responsibility for Information</b>                  | <ul style="list-style-type: none"> <li>To be responsible for all local records</li> <li>To be able to update information on spreadsheets as required.</li> <li>To maintain confidentiality of information and sensitive data at all times.</li> </ul>                            | <ul style="list-style-type: none"> <li>Awareness and experience of GDPR.</li> </ul>   |
| <b>Physical and Mental Effort</b>                      | <ul style="list-style-type: none"> <li>To be able to work outside for extended periods in all weather conditions</li> <li>Able to monitor the sampling</li> <li>To have attention to detail.</li> <li>Able to undertake long shifts</li> </ul>                                   |   |
| <b>Personal Circumstances /Additional Requirements</b> | <ul style="list-style-type: none"> <li>Must live within a reasonable and commutable distance to the site.</li> </ul>   | <ul style="list-style-type: none"> <li>Full current driving licence and vehicle</li> </ul>  |