



**TOGETHER  
BETTER  
BEST**



# WineWorks Ltd

## Position Description for Quality Systems Advisor

Location	Auckland, Hawkes Bay and Marlborough
Department:	Quality & Compliance
Reports to:	Group Quality System Manager
Date of Issue:	April 2025
<b>Working Relationships</b>	
Internal:	Department Managers, Team Leaders, and Team Members
External:	Clients, Suppliers and Auditors
<b>Authority</b>	
Spending:	\$0
Staffing:	No.

### Our Culture

We aspire to a culture where the following values shape our behaviour:



Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.



We do what we say and we're reliable. We take complete ownership of the process and the tasks that are asked of us. We are committed to go about our job in a straight up way.



Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live.



We're one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus.



We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.



We love to find solutions and believe there's always a better way to do things. It is this spirit that built the business and will take it to the future.



## Organisation Context



## Role Purpose

To be the key compliance contact person for Clients, WineWorks Managers and Team Leaders, ensuring accreditations are in place and that Quality and Food Safety systems are being followed and properly managed. The role also involves working with the team to focus on continuous improvement and client communication.

KEY TASK	EXPECTATIONS
<b>Follows our Culture</b>	<ul style="list-style-type: none"><li>– Champions our culture, promotes &amp; role models the values and behaviours at every opportunity.</li><li>– Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus.</li><li>– Actively engages in development opportunities to support this.</li><li>– Engages in health, safety, sustainability &amp; quality initiatives and seeks continuous improvement.</li><li>– Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements.</li><li>– Assists in projects to reduce our impact on the environment. Is familiar with all relevant policies and procedures that support our Culture and compliance, understanding their roles and responsibilities that are described by these documents</li></ul>



<b>Quality System</b>	<ul style="list-style-type: none"><li>– Support Operational Managers and Team Leaders in understanding their responsibilities under the QSM.</li><li>– Deliver basic training for Team Members and Team Leaders on the system to ensure they understand their responsibilities.</li><li>– Make recommendations to improve systems and processes as required</li><li>– Provide day to day advice to Managers on the interpretation of the QSM.</li><li>– Reviewing and assisting with quality objectives at a site level</li><li>– Compiling and reviewing annual compliance reports including but not limited to quality, HACCP, TACCP/VACCP, culture, security</li><li>– review and assist with group food safety culture objectives and ensure site objectives are achieved in a supporting role</li><li>– Review of stock issues and checks before release after critical issues such as a recall or withdrawal</li><li>– Commissioning support to production team ensuring documentation is accurate and complete</li><li>–</li><li>– Report on key metrics (such as NC close outs) to demonstrate efficacy of delivery.</li></ul>
<b>QSM Programmes</b>	<ul style="list-style-type: none"><li>– Coordinate and maintain the HACCP Plan</li><li>– Allergen, cross-contamination and line clearance risks and review</li><li>– Coordinate local rodent/pest control programmes. Undertake local activity as required to control costs.</li><li>– Coordinate 'mock recall' programmes.</li></ul>
<b>Compliance Certifications</b>	<ul style="list-style-type: none"><li>– Undertake regular internal audits (GMP etc) of operational performance against key aspects of the QSM as required by the Quality Systems Manager.</li><li>– Audit processes and systems (such as NC close outs) from time to time to ensure that the system is being rigorously implemented.</li><li>– Provide a report to the department managers on issues identified and agree recheck timetable.</li><li>– Assist Managers with day-to-day advice as required on how to address non-conformances.</li></ul>
<b>External Audit Compliance</b>	<ul style="list-style-type: none"><li>– Conduct internal audits throughout the year to ensure operational teams are aware of non-conformances that may adversely impact the audit.</li><li>– Support operational teams to prepare for audits.</li><li>– Organise and attend audits to assist as required.</li></ul>
<b>ESG</b>	<ul style="list-style-type: none"><li>– Support operational teams in developing ideas to reduce our environmental impact and realise cost opportunities associated.</li><li>– Assist in the administration of our Toitū programme as required.</li></ul>
<b>Document Control</b>	<ul style="list-style-type: none"><li>– Ensure document control system is maintained.</li><li>– Identify issues or inaccuracies within current documentation and raise these with the Group Quality Systems Manager.</li><li>– Receive requests for changes to documents.</li><li>– Verify that the changes requested:</li><li>– Will not adversely affect compliance requirements.</li><li>– Are agreed on by all users.</li><li>– Make the changes to controlled documents using the document control system.</li><li>– Oversee the review schedule of controlled documents.</li></ul>



- Personal Development**
- Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities.
  - Maintain a broad business and commercial perspective.
  - Proactively identify methods to utilise this information for the benefit of the business.

- Other duties – perform other duties as required**
- Flexible & willing to perform a variety of tasks.
  - Willingly takes on additional tasks/responsibilities to assist the team and the client.
  - Actively participates in matters/meetings affecting the business, their team or their department

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## Work Complexity

<b>Accountability</b>	<b>Complexity</b>	<b>People Responsibility</b>	<b>Relating to Others</b>	<b>Expertise</b>
Contributory	Non-Complex Decision Making	No Direct Reports	Persuading & Influencing	Technical

*Based upon Strategic Pay SP5 Job Evaluation Methodology – for HR Reference only*

## Leadership Competencies

<b>Leading Self</b>	<b>Achieves Results</b>	<b>Builds Relationships and Values Difference</b>	<b>Being Adaptable</b>
	Holding themselves accountable to meet their commitments	Building relationships through communication, valuing difference, and aligning with our values	Handling change and looking for better ways of doing things

## Skills, Knowledge, and Experience

- 3 – 5 years’ experience in a quality systems or operational leadership role gained in a similar industry such as brewing, contract bottling or large winery.
- A food safety qualification is desirable
- Internal auditing skills training and experience in food safety auditing
- Advanced HACCP training
- VACCP/ TACCP training
- Ability to advise on food safety and quality issues that come up across operational areas