



Compliance Executive Job Description

The Company

Assured Food Standards (AFS) manages and promotes the world-leading Red Tractor food chain assurance scheme. It is a fundamental part of the entire food chain, from farmers to shoppers via retail and the food service industry. It reassures shoppers that the £14bn worth of food and drink carrying the Red Tractor logo is traceable, safe and farmed with care. With a bold ambition of becoming the “Flagship of British Food & Farming” based on world class standards, independent assurance and robust compliance, Red Tractor is a progressive and critical body within the food & drink industry.

Reporting to: Compliance Manager

Key Responsibilities

- Responsible for delivery of the Red Tractor Training Academy by:
 - co-ordinating training materials from internal and external providers
 - organising training events and monitoring attendance
 - developing user guides
 - providing a helpline for all users
- Day to day accountability for accuracy of Assessor Scheme on internal database ensuring competencies are kept up to date and meet Red Tractor personnel protocol requirements
- Reviewing core data reports to:
 - identify areas for further investigation where procedures are not being followed by Certification Bodies
 - monitor assessor and certification body personnel performance
- Providing support for complaints and issues to help Technical Managers/Compliance Manager ensure internal procedures are consistently followed
- Populating and updating key issues on the in-house management system to ensure accurate recording of stage of cycle
- Support Compliance Manager organising relevant meetings relating to compliance
- Support personnel delivering Red Tractor chain of assurance checks (eg markets, hauliers)
- Contribute to the delivery of the wider RT Compliance Strategy as a key member of the Technical team

Knowledge and Skills

- An understanding of assessment and certification procedures would be beneficial
- Experience in a complex co-ordination and administrative role
- Good collaborator and confident communicator at all levels and able to build good working relationships
- Ability to confidently direct external and internal stakeholders to ensure they understand their responsibilities
- Interpreting complex information and presenting in a simple, easy to understand way
- Computer literate with a good understanding of Excel and Powerpoint
- Self-motivated, articulate and well organised
- An eye for detail and a commitment to accuracy
- Diligent approach to all tasks
- Ability to manage multiple projects at the same time

Working Hours and Benefits

This position will work a total of 37.5 hours per week. The normal core hours are 9am to 5pm Monday to Friday. It may, however, be necessary on occasion to work outside these hours to meet the demands of the business.

Location and Travel

The role is home based but will require attendance at team meetings in the London office.

Application:

To apply send your CV for the attention of Philippa Wiltshire to application@redtractor.org.uk

Deadline:

Friday 23rd April 2021