

JOB DESCRIPTION

Job Title:	Group Food Safety Manager
Department:	Corporate
Location:	Garforth, Leeds, with travel to other venues as required
Reporting to:	Group Health, Safety & Risk Manager, SMG Europe
Hours:	37.5 hours per week

Main Purpose

Responsible for providing leadership for Food Safety and Compliance, ensuring the management systems meet the needs of the company and fulfils legislative requirements. Providing expert knowledge and skills in order to generate and promote a positive compliance culture. Liaising with and influencing senior stakeholders to ensure that Food Safety compliance remains a key focus for the organisation.

Key Accountabilities:

- To plan, communicate, monitor and review the protective and preventative measures that each venue or event requires and work to minimise operational losses, occupational health problems and food safety incidents
- To develop review and monitor all aspects of SMG's Food Safety policy, ensuring accurate records are maintained across the company
- To evaluate and review existing, new and upcoming Food Safety legislation and ensure SMG has systems, practices and budgets in place to meet legal requirements
- Through effective stakeholder engagement, presentation and influencing skills, ensuring that the leadership team are suitably aware of their responsibilities with regard to Food Safety and are appropriately briefed and engaged at all times.
- Working with the executive team to identify and set performance metrics and objectives for SMG, individual venues, events and departments based on appropriate proactive and reactive measurement standards
- Apply technical knowledge in a pragmatic way to enable venues to be compliant with SMG and legislative requirements whilst incorporating venue or event specific requests that are fit for purpose
- To lead in-house training with managers, supervisors and staff for food safety and other compliance issues and risks, advising on a range of specialist areas, e.g. HACCP, allergens, trading standards, health and safety, environmental protection and occupational diseases.
- To assist management teams implement systems and procedures to meet the business requirements
- To assist and advise on the compliant delivery of major capital projects
- Carry out regular site inspections and audits to check policies and procedures are being effectively implemented
- Provide regular updates to nominated duty holders including the issuing of notifications and updates where required by Local Authorities, the Health and Safety Executive and other regulators
- Prepare regular reports on compliance, risk reduction and activity for presentation to the management team where required
- To ensure that the venues emergency/business continuity procedures are up to date and practical.
- To support management and the finance and legal functions in responding to food safety complaints or insurance claims and provide defence evidence to insurers
- To oversee the process for food safety inductions with all new staff.

- To oversee and ensure rigorous HACCPs, risk assessment and injury / incident management systems are in place and reporting as required
- Ensure SMG's corporate governance and procedures are adhered to and implemented correctly.

Skills & Competencies required:

- Enthusiasm. This is a key role supporting our European venues, so we are looking for experts with food safety experience, preferably in a multi-site organisation.
- Able to engage in a meaningful and credible way with colleagues and third parties to ensure that they have the appropriate level of understanding of the food safety and other compliance considerations and are equipped to make informed and appropriate decisions.
- Deep food safety technical knowledge of legislation, regulation and approved industry codes of practice that is current and maintained to ensure awareness of all legislative requirements. Ability to translate these requirements so that key stakeholders have the appropriate degree of understanding to enable the safe operation of our business.
- Experience of producing, reviewing and developing food safety management systems including HACCP assessments, records and documentation.
- You will be engaging and influencing a variety of stakeholders at all levels of hierarchy. Therefore strong interpersonal, teamworking, influencing and persuasion skills are essential.
- You will be a lateral thinker, focusing on outcomes as well content.
- A good working knowledge of Health and Safety Management with a minimum of 3 years' experience is desirable.
- A high level awareness of all food and health & safety issues relating to both event production, public and staff safety
- Qualified to a minimum of Level 4 Award in Managing Food Safety in Catering or similar.
- Experience of working within Quality Audited Procedures environment
- The ability to build good working relationships with local authority, statutory regulators, event organisers, and other relevant internal and external agencies
- Strong planning and organisational skills.
- Be competent in the use of Microsoft Office
- A high level of oral, written and presentation skills

Additional Points:

- Due to the nature of the role you will be required to work week-ends, evenings and public holidays.

How to apply:

Please download and complete the [Application Form](#) and the [Diversity Monitoring Form](#).

Submit your completed forms to recruitment@smg-europe.com

Please note that incomplete applications will not be considered.

Closing Date: Midnight, Monday 23 April 2018