



THE ROYAL BRITISH LEGION/POPPYSCOTLAND/NMA

Job Title QA Adviser FTC

Reporting To Head of Safety, Health, Environment and Quality (SHEQ)

Role Purpose:

Responsible for testing and assessing the safety & compliance of products being sold by The Poppy Shop and Poppy Appeal.

Key Responsibilities:

- Assess Poppy Shop and Poppy Appeal products and submit for appropriate product safety & compliance testing with accredited test houses
- Assess the results from the product safety & compliance testing of the product and share this information with the QA Adviser and Head of SHEQ.
- Request appropriate product safety & compliance information from suppliers and use this to inform the assessment of the safety & compliance of products
- Undertake product inspections and requirement reviews to statutory, regulatory and professional standards.
- Conduct risk assessments of products and provide mitigation as appropriate
- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Head of SHEQ or QA Adviser (Product Safety).

This job description reflects the current scope of duties and responsibilities of the role. The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post. As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment.

GENERAL

- To work in accordance with The Royal British Legion's shared values of **Service; Collaboration; Passion; Excellence; Valuing our people** which underpins the fundamental beliefs and qualities of who we are and what we do.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work etc Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.
- To work in accordance with the General Data Protection Regulations and Data Protection Act 2018.
- It is clear that due to the nature of the work of the Legion, the post holder may have access to material which is confidential. It is a condition of their contract of employment that they ensure that no confidential material is leaked from the department to unauthorised personnel.



- To implement the Equal Opportunities Policy into your daily activities. Royal British Legion is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All employees are required to work in accordance with the Equality Act (2010).



Consider if the criteria are essential, can training be provided or candidates upskilled.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
QUALIFICATIONS		
QA/Product Safety qualification – Level 3	E	Assessment/Interview
Good Standard of General Education (GCSE or equivalent)	E	
KNOWLEDGE & EXPERIENCE		
Assessing compliance of products against product safety legislation, such as: General Product Safety Regulations, REACH Restrictions Annex XVII, Food Contact Materials and Articles legislation	E	Assessment/Interview
Experience of submitting product for analysis with test houses/laboratories	E	
Good working knowledge of statutory QA requirements, codes of practice and guidance	E	
Experience of assessing product risk	E	
Knowledge of statutory and industry product safety requirements, particularly fundraising and charity legislation	E	
SHARED VALUES AND BEHAVIOURS		
<p>Service We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.</p> <p>Collaboration We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.</p> <p>Passion We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.</p> <p>Excellence We strive to be the best we can. We are effective and efficient.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>



<p>We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.</p> <p>Valuing our People We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.</p>		Interview
SKILLS & ATTRIBUTES		
<p>Effective interpersonal skills – able to engage effectively with a range of audiences</p> <p>Strong planning, administration and organisational skills with the ability to prioritise workload effectively</p> <p>Strong team player able to work effectively with diverse client groups</p> <p>Able to work with a wide range of people and to achieve desired outcomes by negotiation and persuasion where no direct line of command exists</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	Interview/Application