



Biodynamic Association Certification

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Charity Commission No. 1158301



Biodynamic Association Certification is looking for processing inspectors to join our team.

We provide Organic and Biodynamic (Demeter) certification for over 300 licensees in the UK.

Inspectors are responsible for visiting licensees across the UK for the purpose of assessing their operation for conformity to Demeter and or Organic Standards.

Key tasks are as follows

- Annually organise a tour of Inspections, as allocated by the Certification Office.
- Travel to visit sites across the UK.
- Assess operations for conformity to EU Organic Standards and Demeter standards.
- Obtain from the licensee all relevant evidence in support of compliance required by the Certification Programme.
- Identify any Non-Conformities to the Standards.
- Conduct inspections in a professional & impartial manner.
- Effectively communicate any non-conformities to the licensees at the conclusion of the Assessment.
- Complete a timely, clear and concise inspection report for the Certification Officer which:
 - details all relevant information collected at the assessment visit
 - Identifies any non-conformity to the Standards.
- Participate in work reviews and annual training days.

Minimum Qualifications and Experience

Inspectors must have knowledge of the principles underpinning organic production and an understanding of Demeter and Organic Standards and have the ability to communicate clearly and write clear, concise reports.

To be an effective Inspector, an applicant needs to demonstrate both academic ability and practical experience. He or she must have sufficient maturity to enable them to handle potentially difficult situations and to make important decisions relating both to the integrity of Demeter and Organic Standards and the effect on individual businesses. They should be able to maintain the confidence of the licensees at all times.

Applicants will have a degree in food processing/agriculture or other relevant field. Alternatively, it may be allowable to demonstrate satisfactory ability without such qualification if other aspects are fully met. This might be, for example, where an applicant can demonstrate relevant experience in an appropriate area of work or satisfactory service as an Inspector in a related field. The applicant will have obtained relevant work experience either during or after qualification.

General

All Approved BDA Certification Inspectors will receive an initial training and subsequently have a working knowledge of:

- Environmental auditing systems as specified in ISO /IEC 19011
- Conformity assessment requirements for bodies certifying processes and services ISO /IEC 17065
- BDA Certification Quality Manual
- Demeter and Organic Standards as specified in the respective Standards

Upon initial commencement of employment with BDA Certification, Inspectors will receive at least two accompanied Assessments which will be carried out with the certification manager, a senior Inspector, Technical or Certification Officer.

On-going training consists of annual Inspector Training Days with all inspectors, the certification manager, Technical Officers and other members of staff (Administrator, Certification and Project Officers) as required. In addition, on-going feedback is given by Certification and Project Officers to inspectors.

Employment Particulars

Inspectors are deployed under a self-employed contract.

Inspections are payed on a flat rate per inspection basis according the annually issued Inspector Fees document, travel and accommodation costs will be reimbursed.

For more information see www.bdcertification.org.uk

If you are interested in applying please email certification@biodynamic.org.uk with a covering letter, CV and contact details.

Applications close on **Thursday 30th September**; interviews will be held shortly thereafter.
We look forward to hearing from you.