**Production Certification Officer**

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

The role of Certification Officers is to review the compliance elements of inspections reports and certify licensees when compliance has been achieved. Certification Officers report to the Certification Operations Coordinator

Salary - £25,169 FTE

**Key tasks are as follows**

* Review inspection reports and explain/report results to licensees.
* Make certification decisions as a result of reports
* Send completed inspection reports to licensees and inspectors.
* Maintain up-to-date records on the database
* Monitor corrective actions, send reminders and corrective action reports (CAR) in collaboration with the Technical Officers.
* Assist in organising annual Inspections
* Give feedback to Inspectors regarding inspection reports.
* Attend Standards Committee meetings where relevant
* Deal with enquiries from licensees and potential new licensees
* Liase with Standards Committee, CBTWG and DEFRA as needed
* Communicate derogations needed to the Production Technical Officer
* Assist in the conversion process of licensees
* Contribute to the development of the certification system with regards to food production– revision and development of forms, procedures and documentation.
* Participate in the on-going process of assessing and revising Demeter and Organic Standards in the UK, EU and Demeter International.
* Assist with training inspectors and staff as appropriate.

**Minimum Qualifications and Experience**

Production Certification Officers 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 Certification Officer, 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.

Certification Officers will usually have obtained a degree in a relevant field. However, equivalent experience and training is also acceptable. IT skills in Excel, Word and Outlook are essential for Certification Officers, as is the ability to work independently, to make sound decisions on Certification matters, and to communicate effectively with other members of staff and licensees.

Certification Officers must have the ability to work to deadlines, engage with licensees with a supportive and understanding approach, and ensure that impartiality is always respected.