

Position VITAL Co-ordinator

Part time (approx 16 hours per week), six month contract

The Allergen Bureau is seeking an **experienced Food Technologist** to join, as an external contractor, its technical support team for an initial period of six months (approximately 16 hours per week). The contractor will be required to provide all necessary small office resources.

The role reports directly to the Manager of the Allergen Bureau and will liaise closely with members of the Allergen Bureau Management Committee on technical issues.

The key focus will be to **manage, support and develop the VITAL process**.

In this role you will be required to:

- Develop the vitalallergen.com website in collaboration with our website provider
- Maintain and develop VITAL documentation
- Maintain and develop the VITAL calculator
- Develop and maintain VITAL-related FAQs and case studies
- Conduct research to support the action levels on which VITAL is based
- Liaise with food industry retailers with respect to implementation of VITAL
- Liaise with our training provider with respect to VITAL training
- Develop an Auditor Guide for VITAL
- Facilitate VITAL team meetings - agenda, minutes and actions arising
- Manage the VITAL review process
- Conduct benchmarking on VITAL

Ideally, you will: have **tertiary qualifications in a relevant discipline**; be **pro-active and practical** in your approach; and **strive for excellence**. Experience with allergen management within a food manufacturing facility would be an advantage.

A shortlist of applicants will be interviewed prior to a selection being made. The project budget, including professional fees, will be negotiated with the preferred applicant following the interview process.

The following competencies and experience are required:

- A solid understanding of the VITAL tool and its intended purpose
- Successful participation in an Allergen Bureau-approved VITAL training course
- Demonstrated project management and communications skills
- Strong interpersonal skills including demonstrated ability to liaise with all levels and sections of the food industry
- Demonstrated understanding of the current food regulations governing Australia and New Zealand.
- Strong computer literacy
- Ability to work flexible hours

The Allergen Bureau

The Allergen Bureau is an industry initiated, membership-based organisations established in 2005 by the Australian Food & Grocery Council Allergen Forum.

The overall objective of the Allergen Bureau is to share information and experience within the Australian and New Zealand food manufacturing industry on the management of food allergens to ensure consumers receive relevant, consistent and easy to understand information on food allergens.

The growth in the incidence of food allergens is an international phenomenon. The Allergen Bureau draws on and disseminates information from all over the world on food regulations and the latest scientific research on food allergens including emerging food allergens. For more information go to: **www.allergenbureau.net**

Please submit your written application and a copy of your resume to **Ray Murphy** at info@allergenbureau.net by **COB 08 August 2008**. Late applications will not be considered.