**INTERNAL ADVERT**

**Retail Auditor**

Based: **Ideally located in Amesbury Area.**

Grade: **N1**

Reporting to: **Retail Audit Manager**

**A position has become vacant within the Retail Audit team. This will have responsibility for supporting the achievement of the plc’s aims and objectives by effectively carrying out Business Assurance audits across the retail and franchise estates, whilst working closely with colleagues both within the Business Assurance function and other teams (Technical; SHE; Retail; Franchise; Supply; Maintenance).**

**Key Responsibilities:**

* Completing retail and franchise audits in line with targets; planning and managing own time to ensure an efficient service
* Identifying areas of non-compliance and non-conformance with legislation and procedures/ standards
* Taking action to protect the business/ customers/ company reputation and providing feedback on results and issues at shop; Area Manager; Business Development Manager and Retail Audit Manager level
* Communicating audit findings and difficult messages sensitively and in an appropriate manner
* Identifying and carrying out follow-up audits of poor-performing shops, to provide additional assurances that actions have been implemented and improvements made
* Engaging positively with shop teams and management; explaining audit purpose, process and ensuring a good understanding and addressing any concerns
* Generating audit; action plan and non-conformance reports and distributing within agreed timescales
* Updating audit trackers and folders as required to assist delivery of KPIs
* Liaising with colleagues internally and externally to ensure an understanding of issues raised
* Attending meetings as needed and providing positive input and feedback to discussions
* Carrying out shadow audits both within the team, and with other functions to maintain consistency and improve understanding of the audit process
* Supporting the development of team members by sharing knowledge and expertise
* Ensuring knowledge updated by keeping up to date with company policy, procedures and standards
* Acting as a champion of the Greggs Values within all areas of responsibility and influence

**Key Requirements:**

**Essential:**

* Audit and inspection skills
* Planning & organisation
* Good communicator, both written and spoken
* Strong influencing skills at all levels
* Good awareness of a wide range of compliance issues that are needed to be managed
* Confident in decision making
* Driving licence as the role will require frequent travel and occasional overnight stays

**Desirable:**

* Audit experience within either Food Safety or SHE
* Knowledge of the baking industry
* Food retail experience
* Technical food or IOSH qualification

**Key Leadership Competencies for Grade N1:**

Leading the Team, Results Focused, Building Capability, Thinking and Problem-Solving Skills, Customer Focus, Managing Change, Influential Communication and Impact, and Working The Greggs Way.

**To apply:** Please apply online via Your G People. If you would like to have an informal chat about the role please call Louise Lakin on 07736 630486.

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