



POSITION DESCRIPTION

Field Auditor

BUSINESS UNIT:	Operations & Logistics
REPORTING TO:	General Manager – Operations & Logistics
LOCATED:	Remote
KEY CUSTOMERS:	Customers and clients Field Operations Managers Logistics Team Program Managers Administration Support Officers

Primary Role Objectives

Conduct objective and reputable audits in line with AUS-MEAT's Quality Policy, Code of Conduct, and certified program requirements.

Scope	Key Outcomes
Audit	<ul style="list-style-type: none"> • Conduct scheduled audits for AUS-MEAT customers and clients with professionalism and integrity. • Conduct auditing functions in compliance with documented program standards. • Provide effective and timely transmission of completed audit reports and other information including scheduling issues, and/or client concerns to relevant Administration Support Officers. • Escalate issues that cannot be addressed directly to the relevant Program Manager. • Communicate with internal and external stakeholders clearly and with professionalism, in line with the AUS-MEAT Employee Code of Conduct. • As the representative of AUS-MEAT Limited on site with customers and clients, provide a professional and courteous audit experience. • Ensure all audit processes meet industry ethics and integrity standards. • Adhere to Workplace Health and Safety policy and procedures, in particular Fatigue Management. • Carry out consultancy projects as directed.
Professional Development & Certifications	<ul style="list-style-type: none"> • Maintain skills, qualifications and appropriate registrations required to conduct the functions of the scheduled audit program with professionalism and integrity. • Attend industry and team meetings, staff and professional conferences, to maintain up to date knowledge, skills and competencies. • Attend on-site and/or online staff training sessions as required.
Administration	<ul style="list-style-type: none"> • Provide timely, accurate and complete audit plans and reports. • Plan and maintain up to date audit schedules within Scheduler program. • Submit invoicing and costing data within the timeframe dictated by the AUS-MEAT Quality Management System. • Expense claims are up to date. • Submit accurate timesheets within the timeframe set by the AUS-MEAT Quality Management System.

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	<ul style="list-style-type: none"> • Ensure company computers provided are available for updates as and when requested. • All travel outside of normal working hours travel requests are submitted to General Manager – Operations & Logistics for approval prior to travel taking place. • Travel booking requests are submitted in a timely manner as outlined in the AUS-MEAT Quality Management System.
Quality Improvement (required)	<ul style="list-style-type: none"> • Perform work in accordance with organisational policy, process control plans and work instructions. • Identify improvements to policy, process control plans, work instructions, or the work environment. • Communicate improvement opportunities to the relevant process owner/ other responsible party when identified. • Conduct improvements to work processes in a manner that is consistent with the organisational policy, process control plans, or work instructions.

Qualifications / Education Required

- Lead Auditor Food Safety qualification.
- Certification in relevant audit and/or compliance practices.
- Tertiary qualification, or equivalent, in related field.
- Open Driver's Licence.

Requirements

- Previous experience in auditing.
- Knowledge of relevant industry and audit compliance standards/practices.
- Able to organise, plan and self-manage workloads and timeframes.
- Competence in the interpretation and application of industry standards and audit codes of practice.
- Ability to communicate respectfully and effectively with industry, site and AUS-MEAT staff at all levels.
- Professional and clear report writing skills.
- Able to manage and report expenses accurately, in line with relevant procedures.
- Responsive to industry standards and language change.
- Exhibits a high level of confidentiality, discretion, and integrity.
- Demonstrated sufficient ability to use relevant mobile devices and IT systems, including inhouse apps, relevant MS Office programs and online systems.

Beneficial

- Experience in Agribusiness.
- Knowledge and understanding of the development and implementation of quality systems.

Travel Requirements

- Extensive local and interstate travel.



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EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and understood the role profile given, and will adhere to the objectives, outcomes, and performance expectations therein.

Signed:

Name (*please print*):

Date:
