



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 expectations, policies and procedures, and program requirements. Maintain professional qualifications and industry knowledge as required.

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.
Audit 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. • 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.



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Scope	Key Outcomes
	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Lead Food Safety Auditor qualification. Certification in relevant audit and/or compliance practices. Tertiary qualification, or equivalent, in related field. Open Driver's Licence.

Requirements
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Experience in Agribusiness. Knowledge and understanding of the development and implementation of quality systems.

Travel Requirements
<ul style="list-style-type: none"> Extensive local and interstate travel.

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: _____