

NAME	TBA
POSITION	Compliance Manager
MANAGER	General Manager
SUPERVISOR	NA
PURCHASING DELEGATION	\$500
RECRUITMENT RESPONSIBILITY	NA

QUALIFICATIONS, SKILLS AND EXPERIENCE

MANDATORY

- Min 5 years exposure to construction and maintenance industry
- Competent at Microsoft Suite and able to learn other software packages quickly
- Excellent time management skills and ability to effectively prioritize multiple competing priorities
- Ability to adapt communication style to your audience – ensuring what you are communicating is understood by all parties
- Ability to work independently and under direction
- Understanding of Australian Standards, WHS and Environmental Legislation, and Client Specifications

DESIRABLE

- Internal Audit Qualifications
- Certificate 4 or higher in WHS desirable
- 10275NAT Course in Workplace Drug Testing

RESPONSIBILITIES

You will be the face of quality, safety and environmental management at Akron. You must have a well known presence at all levels of the company and at all times communicate that quality service delivery carried out in a safe and environmentally conscious manner is a priority. Responsibilities include:

- Ensuring implementation of systems at all levels of the company and at all locations
- Managing training including Position Needs Analysis, Training Needs Analysis, Booking Internal and External Training, Inducting new employees and maintaining records of training in database
- Ensuring incidents are reported and investigated and providing reactive support as required
- Initiating and following through to completion for corrective and preventative action
- Ensuring Nonconformances are recorded and investigated and corrective action is taken to prevent recurrence
- Ensuring Emergency Response plans are in place and tested including managing all Emergency Response Equipment

- Providing advice to Division managers around QSE issues
- Carry out site inspections, warehouse inspections, project inspections and internal audits
- Create and complete Safe Work Method Statements, Plant Risk Assessments and other relevant QSE documentation and records
- Carry out Work Health Safety Consultation including Toolbox Talks, SWMS Training, respond to WHS Issues
- Represent the company at Third Party Audits, Client Audits and Client Meetings
- Create or assist with creation of Project and Contract Management Plans, Report Templates, Project Inductions, Checklists, Forms and other QSE related documents
- Prepare QSE Reports for Managers and Clients as required