

# Quality and OHSE Officer Position Description



Position Title:	Quality and OHSE Officer		
Reports to:	National Quality Manager		
Direct Reports:	Nil		
Financial Delegations:	Nil		
Division:	Operations	Dept:	QOHSE
Location:	Brisbane	Date:	01/08/2017

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## Company Overview

The Winson Group is the holding company of the SIGNET and insignia group of manufacturing companies providing services and support nationally to the Group in the areas of Safety, Finance, People and Culture, Information Technology, Operations Management and Company Administration.

**Mission Statement:** To be Australian Industry's first choice supplier of packaging and identification products

**Group Cores Values:** Honour; Ownership and Commitment; Change for Strength; Diligence

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## Position Overview & Organisational Requirements

### Position Summary:

This role provides Group support to the unit, on a national basis for the Integrated Management System (IMS) to collect and maintain quality, environmental and safety data, internal and external audits, training and training records management. It is also responsible for employee record management with a focus on quality statistical analysis of non-conformance investigation recording and hazard and risk assessment.

### Organisational Requirements:

- All positions within the Winson Group will support the achievement of our Mission.
- When dealing with our colleagues, customers and the community, all employees are required to act in accordance with the company's stated values and behaviours, customs and practices.
- Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and the Group's policies and procedures.
- Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.

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## Key Responsibilities

### Quality

- Develop, maintain and update information contained in the Accreditation framework
- Make recommendations for and drive quality improvements throughout the business.
- Ensure employee practices and company processes adhere to the management system requirements through appropriate consultation, documentation, training and internal audits.
- Conduct training sessions in quality improvement to improve quality in all areas.
- Conduct Internal Quality Audits as per the Audit Schedule
- Assist with third party QOHSE audits in a professional manner.
- Act as a contact in customer liaisons with regards to Quality System issues.
- Provide assistance to customers for matters relating to quality.
- Monitor, investigate and report on non-compliance issues.
- Assist in the implementation of timely and effective corrective action to address non-compliances identified during audits and maintain the corrective action database.
- Assist relevant Departmental Manager, as appropriate, in the review of Non Conformances (NCT / internal issues) to determine root cause(s) and corrective action(s) as required.
- Travel to Winson Group sites to support the maintenance of the IMS system in accordance with legislation. Assist in writing EOM Reports and other written reports and documents as required for internal and external customers.
- Monitoring of the calibrated items used for verification or in process testing/use – highlight gaps to relevant Departmental Manager for action.

### Safety

- Actively promote a high level of OHS awareness across the Group and assist in safety processes.
- Commit to safety standards and initiatives in order to achieve Zero Harm.
- Assist in the management of identified workplace hazards and risks.

### General Duties and Reporting

- Display behaviours consistent with the stated Winson Values
- Conduct internal Quality and OHSE compliance training and assist when directed with the arrangement of external training providers. Communicate internal training to the Learning & Development team.
- Assist business units in changes to IMS documents and the posting of these documents to the Group's Intranet. Departmental manager shall approve their department's documents.
- Assist in the analysis of NCTs for each business unit and highlight areas of focus in the Huddle boards
- Promote positive employee relations through communication and consultation.
- Assist with the development and implementation of approved quality projects and initiatives

# Quality and OHSE Officer Position Description



## Key Competencies/Experience

### Key Competencies

- Working knowledge of Quality and HACCP and Safety ISO Standards.
- Ability to implement, enhance and under direction assist in the compliance with IMS system.
- Internal auditing experience.
- Ability to conduct internal investigations and RCA investigations relating to quality issues.
- Strong organisational and administrative skills
- Ability to set priorities and manage multiple tasks.
- Excellent communication, influencing and interpersonal skills.
- Demonstrated attention to detail, with a systems thinking approach.
- Customer Service Orientation.
- Ability to work effectively with cross-functional teams to achieve business outcomes.

### Experience

- 2 - 3 years+ quality experience in a manufacturing or industrial environment
- Exposure to workplace, health and safety highly regarded

## Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours
- Maintain and enhance Integrated Management System for collecting and maintaining quality, environmental and safety data.
- Ensure all systems are maintained in an audit ready state.
- Adherence to internal and external Audit Schedules.
- 'Nil' Non Conformance resulting from external audits performed by third party auditor
- Perform QOHSE training as per training plan.

## Qualifications

- Internal Auditor Certificate
  - HACCP (including HACCP Plans)
- Preferred but not essential:
- Certificate/Diploma in Quality Assurance
  - Certificate IV in Training and Assessment

## Mandatory Criteria

- N/A

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## Specific Requirements of the Position

- Available to travel interstate when required
- High level of computer competency in Word, Excel and Outlook
- Available to respond to call outs to assist the National Quality or HSE Manager in the event of a critical incident and/or emergency

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## Key Stakeholders

### Internal

- General Manager Operations
- QOHSE Officer & RTW Coordinator
- National HSE Manager
- People and Culture Department
- All Winson Group Employees

### External

- Relevant external Industry Departments and governing bodies for quality, safety and environment
- External Third Party Auditors
- External Training Providers

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## Authorisation

Please sign to confirm that this Position Description has been discussed by both parties.

Employee Name & Signature

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Date

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Manager Name & Signature

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Date

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