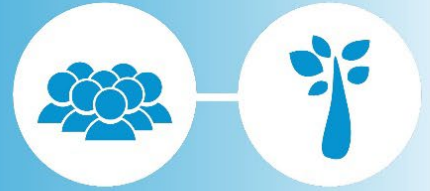


APPLICATION PACKAGE

Internal Auditor – IMMS (0304)

(SF22/55)



About:

- Roma, QLD
- Permanent, full-time/ 36.25 hrs per week
- QLD Local Government Industry (Stream A) Award – State 2017 / Maranoa Regional Council Certified Agreement 2019
- 5 weeks annual leave
- Monthly RDO's
- Salary Sacrifice Facilities

Purpose:

To undertake the internal management system auditing of Council's Quality (ISO 9001), Safety (AS/NZS 4801) and Environmental (ISO 14001) Systems.

The Internal Auditor - IMMS will also undertake compliance audits of Council's activities, at planned intervals, to determine whether the policies and processes which form the foundation of the management system framework (IMMS) are effectively implemented and maintained.

A strong candidate for this role will have:

- Accredited auditor training course – Quality, Safety and Environment (*Exemplar Global AU, TL, QM, EM & OH*)
- C (Car) Class Driver's Licence
- General Construction Induction (*White Card*)
- WHS Management System Lead Auditors Training Course (*LGW*) (although not mandatory, would be beneficial to the role)

To apply:

Upload your application (including Covering letter & Resume) to Council website www.maranoa.qld.gov.au/careers by closing date.

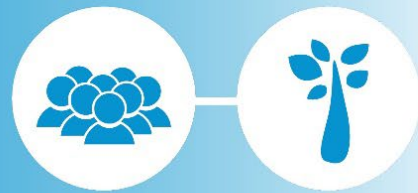
Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Recruitment Team for more information.

For more information:

Website: www.maranoa.qld.gov.au
Telephone: 1300 007 662

POSITION DESCRIPTION

Internal Auditor - IMMS



About the position

Profile

Position title	Internal Auditor - IMMS
Position number	0304
Department	Continual Improvement
Current location	Roma Infrastructure Depot
Classification	Queensland Local Government Industry (Stream A) Award – State 2017
Reports to	Operations Manager – Continual Improvement
Date last reviewed	4 May 2022

Purpose and objectives

To undertake the internal management system auditing of Council's Quality (ISO 9001), Safety (AS/NZS 4801) and Environmental (ISO 14001) Systems.

The Internal Auditor - IMMS will also undertake compliance audits of Council's activities, at planned intervals, to determine whether the policies and processes which form the foundation of the management system framework (IMMS) are effectively implemented and maintained.

Key responsibilities

Internal Audits

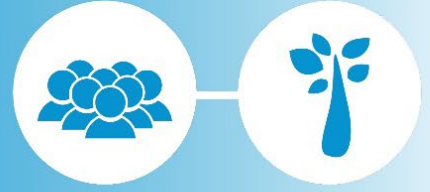
- Develop the integrated internal audit schedule based on the current scope and requirements of Council's Management systems embedding sound risk management principles.
- Develop positive and productive relationships with interested parties in order to gain optimal outcomes for Council.
- Conduct audits as per the audit schedule in a professional and unbiased manner.
- Prepare detailed audit reports on the results of the evaluation of the collected audit evidence/findings against the audit criteria.
- Complete and monitor audit entries in the electronic audit register.
- Provide qualitative and quantitative data in relation to audits as required for management teams.

Third Party Internal / External Audits

- Plan and facilitate the scheduled audits to be undertaken by an external party for relevant Council work units.

POSITION DESCRIPTION

Internal Auditor - IMMS



Integrated Maranoa Management System (IMMS)

- Assist with maintaining, developing and implementing management systems, processes and procedures, relating to the quality, safety and environment systems.
- Assist with Council projects relating to the Continual Improvement team.

Continual Improvement and Projects

- Assist with maintaining, developing and implementing management systems, processes and procedures, relating to the quality, safety and environment systems.
- Assist with Council projects relating to the Continual Improvement team.

Customer Service and Administrative Functions

- Provide friendly and professional service and advice to internal and external customers via phone, e-mail and face to face.
- Respond to customer requests and queries in accordance with Council's *Customer Service Charter* and relevant policies and procedures.
- Research information and assist with the preparation of reports and presentations for Council Meetings and Workshops.
- Ensure business documents and correspondence are recorded in Council's record management system.

Other

- Assume the accountabilities and responsibilities as per the relevant role dimensions and delegations for the position.
- Undertake duties within the skill level, competence and training, consistent with the applicable level within the Award, in any area of Council as required.
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals:

Our values

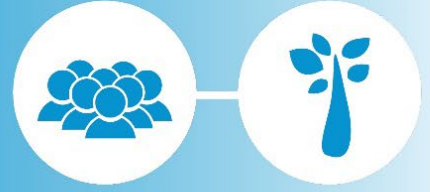
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

POSITION DESCRIPTION

Internal Auditor - IMMS



About the person

Qualifications and experience

To be successful you will need to demonstrate that you meet the below mandatory requirements for the role:

- Accredited auditor training course – Quality, Safety and Environment (*Exemplar Global AU, TL, QM, EM & OH*)
- C (Car) Class Driver's Licence
- General Construction Induction (*White Card*)
- WHS Management System Lead Auditors Training Course (*LGW*) (although not mandatory, would be beneficial to the role)

Required skills and experience

To be successful in this role you will have:

- Comprehensive skills, knowledge and experience of workplace health and safety functions and practices including ISO certified management systems.
- Excellent written skills with a strong attention to detail and ability to prepare reports and interpret and apply relevant legislation.
- Well-developed interpersonal skills with the ability to provide support and advice to internal and external stakeholders.
- High level of self-discipline and motivation with the ability to contribute to the development of work practices and procedures and establish outcomes in accordance with organisational priorities.
- Ability to work productively within a team environment and autonomously.
- Demonstrated ability to follow direction and accurately complete tasks within allocated timeframes.
- Commitment and ability to demonstrate a strong commitment to Maranoa Regional Council's values and team goals.
- Previous experience working in local government or similar environment will be highly regarded but is not essential.