

State Audit Coordinator

Responsibilities

- Refer to audit coordinator responsibilities
- Reports to the State Logistics Manager
- Liaises with Local Audit Coordinators
- Develop and implement an audit plan that ensures strategic and tactical objectives across the operation are addressed
- Determine trends in conformance/non conformance in audit reports
- Facilitate implementation of corrective actions at a strategic level
- Develop and implement audits to target state functions and compliance
- Coordinate auditors to meet demand across state

Local Audit Coordinator

Responsibilities

- Refer to audit coordinator responsibilities
- Reports to the Local Logistics Manager or appropriate manager depending on incident
- Liaises with State Audit Coordinator

Audit Coordinator

Responsibilities

- Ensure that appropriately qualified and adequate numbers of auditors are appointed
- Ensures the health, safety and well being of auditors
- Select/appoint external auditors
- Induct, supervise and coordinate the activities of auditors including briefing and debriefing of auditors
- Select audit technique, type and approach
- Develop and implement an audit program including preparedness activities and target high/extreme risk activities
- Assess and conduct audits
- Develop and ensure the training of auditors (both internal and external)
- Ensure consistent production of checklists and reports for audits, against documented orders, procedures, policies and guidelines within management systems to support strategic and tactical objectives
- Produce audit summary report for Sitrep and senior managers identifying system issues
- Report conformance, non-conformance and recommendations to relevant manager
- Liaise with relevant manager to ensure completion of report response and logged in audit program
- Liaise with managers to acquire auditors from sections
- Assist in the investigation of non-conformities if requested by manager

Skills and competencies (for State and Local Audit Coordinator)

- Administer simple projects (PSPPM405A)
- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Identify and treat risks (PSPGOV417A)
- Lead small teams (PRSSO323A)
- Organise workplace information (PSPGOV307B)
- Audit management systems (PSPWPI605B)
- Work effectively in an emergency disease response (RTE3410A)
- Implement and monitor the enterprise OHS program (RTC4701A)
- Appropriate planning competency unit
- Excellent communication skills, both written and verbal