

Auditor

Responsibilities

- Reports to the Local or State Audit Coordinator
- Liaises with section managers and other relevant personnel to complete audit
- Contributes to the selection of the audit technique, type and approach
- Contributes to the audit program
- Prepares for the audit by producing audit checklists and reports according to the relevant audit scope
- Conducts audits according to the procedure
- Maintain health, safety and well being requirements of self and other personnel according to OH&S requirements
- Reports conformance, non-conformance and recommendations in audit reports
- Maintains objective, independent, professional and flexible attitude
- Assists in the investigation of non-conformities if requested by audit coordinator
- Participates in risk assessments for audits and briefings/debriefings
- Assists sections with self assessment audits
- Conducts audits and completes reports in a timely manner

Skills and competencies

- 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)
- Undertake compliance audits (PSPREG417A)
- Work effectively in an emergency disease response (RTE3410A)
- Implement and monitor the enterprise OHS program (RTC4701A)
- Excellent communication skills, both written and verbal
- Ability to work independently and as part of a team