



Advertised Position Information Package

Training & Compliance Officer

Please read this entire document before proceeding with your application.

With the main offices situated in Nolan Street Unanderra, The Flagstaff Group Ltd (Flagstaff) is an Australian Disability Enterprise providing meaningful employment for people with disabilities by operating productive, operational workplaces.

Many of the business divisions, as well as the delivery of services to employees with a disability, are subject to quality auditing and Flagstaff embraces a proactive approach to the auditing process.

Flagstaff has appointed a Group Training & Compliance Manager and reporting to that manager, this position will require the successful applicant to carry out internal auditing as well as non-accredited vocation training activities.

Flagstaff Fine Foods is an example of one of our business divisions; Fine Foods provides a wide variety of pre-packed chilled and frozen meals, desserts and soups. The division is accredited by HACCP to ensure high standards of preparation and hygiene are maintained. This is a division that will be included in the internal audit process and at the time of accepting an offer of employment, the applicant must be able, and prepared, to work within a cold (refrigerated) working environment for extended periods of time as this is an inherent requirement of the role.

The successful applicant must be eligible to undertake full time employment in Australia and may also be required to successfully complete an examination by a medical/health professional before an offer of employment is made.

Diligent reference checking for preferred applicants will be carried out and reference checking may not be confined to referees provided by the applicant. Therefore any applicant, who is advised by Flagstaff that they are a 'preferred applicant' during the recruitment process, should clearly advise Flagstaff who and why any persons or organisations should not be contacted in the process.

For applications to be considered, applicants are required to provide a cover letter & current resume. The cover letter must include responses for all selection criteria (see next page) for the position.

There is also important information for applicants on addressing selection criteria at the end of this document.

With a closing date of 4.00pm on Monday the 8th of February 2010, applications should be marked 'confidential' and sent to:

Deanne Porch
Human Resources Coordinator
PO Box 6125
Wollongong NSW 2500
Or emailed to Deanne.porch@flagstaffgroup.com.au

Selection Criteria	Required	Highly Desirable	Desirable
High level application skills in the use of Microsoft Office Suite of products in particular Excel and Word.	✓		
Experience working in a production based environment.	✓		
Understanding of Quality Control Systems within a factory/production based environment	✓		
Experience in successfully delivering non-accredited workplace training.	✓		
Current NSW Driver's Licence	✓		
Demonstrated ability to operate independently and professionally with limited supervision.	✓		
Demonstrated experience working within set Policies & Procedures.	✓		
Excellent interpersonal, communication & negotiation skills.	✓		
Experience in working within an Occupational Health Safety & Environment focused business environment.		✓	
Understanding of Hazard Analysis and Critical Control Points (HACCP) Principles & Guidelines.		✓	
Experience in working with People with Disabilities.		✓	
Tertiary training qualification(s)			✓
Demonstrated experience working in an environment subject to external and internal quality auditing.			✓

Note: The full job description for this role is included in the last 3 pages at the end of this document

IMPORTANT INFORMATION FOR APPLICANTS ON ADDRESSING SELECTION CRITERIA:

For our (Flagstaff) recruitment purposes we ask that you read the following information on addressing selection criteria as it is highly unlikely that applications that do not address the selection criteria will be considered.

Applications that do not include selection criteria responses as outlined below will be likely to be discarded regardless of any skills or experience that may be included in, or inferred from a resume.

Establishing that you meet selection criteria can be by way of a formal qualification, skill, ability or practical experience.

For 'Required' criteria, you must provide information demonstrating how you meet the criteria. Information that provides practical examples of initiatives or actions that substantiate the response, and that can be attributed to you as an individual, is preferred and highly regarded.

For example, if *'Senior First Aid Certificate'* was a 'Required' criteria your response should outline where and when you obtained the certificate, example(s) of when and where you may have successfully applied the skills relevant to the certificate and your willingness to produce the certificate if required.

For 'Highly Desirable' criteria, you should provide information of a standard either the same as that in a 'Required Criteria' response or alternatively establish a clear knowledge of the criteria as well as identifying what alternative existing skills you have that will enable you to rapidly acquire the qualification, skill or ability identified in the criteria.

For example, if *'Current NSW (open) Driver's Licence'* was a Highly Regarded selection criteria and you hold an interstate driver's licence but are willing and able to 'transfer' it to a NSW licence at your expense then your response should outline that information.

For 'Desirable' criteria, you should provide information that establishes your clear knowledge of the criteria as well as identifying what alternative existing skills you have that will enable you to rapidly acquire the qualification, skill or ability identified in the criteria or alternatively your willingness to obtain the qualification, skill or ability identified in the criteria.

<end>

Position Identification Document (Job Description)



Division: Corporate Services

Classification: Wages

Section: Training & Compliance

Title: Training & Compliance Officer

REPORTING RELATIONSHIPS

This position reports to: Training & Compliance Manager

Start Time: 8.00am **Date of (this role) Commencement:**

Finish Time: 4.06pm (If employee agrees to a different date): ____ / ____ / ____ Initial: _____

Work Place: Primarily Nolan Street Unanderra however other Flagstaff sites as required.

ASSOCIATED DUTIES

The Basic function(s) of this role is:

- To carry out internal audit activities as directed by the Training & Compliance Manager.
- To carry out training activities as directed by the Training & Compliance Manager.
- To ensure all audit and training records relating to activities delivered or completed by you are accurately completed and maintained.
- Identify and/or immediately report any incidents, accidents or safety hazards.

CONFIDENTIALITY

Service information relating to official business or policies should not be disclosed to those outside The Flagstaff Group, or used in a manner which is detrimental to The Flagstaff Group and/or its staff. Upon termination, the Employee shall immediately deliver up to The Flagstaff Group all documents containing any confidential information in the custody or possession of the Employee and acquired by the Employee in the course of employment with The Flagstaff Group.

STATEMENT OF DUTIES



Title: Training & Compliance Officer

Classification: Wages

Essential Qualifications, Skills and/or Experience:

- High level application skills in the use of Microsoft Office Suite of products in particular Excel and Word.
- Experience working in a production based environment.
- Understanding of Quality Control Systems within a factory/production based environment
- Experience in successfully delivering non-accredited workplace training.
- Current NSW Driver's Licence

Desirable Qualifications, Skills and/or Experience:

- Tertiary training qualification(s)
- Demonstrated experience working in an environment subject to external and internal audits.
- Experience in working within an Occupational Health Safety & Environment focused business environment (highly regarded).
- Understanding of Hazard Analysis and Critical Control Points (HACCP) Principles & Guidelines (highly regarded).
- Experience in working with People with Disabilities (highly regarded).

Required Knowledge and Competencies:

- Demonstrated (or the proven capacity to rapidly acquire) understanding and commitment to the Vision, Mission and Values of the Flagstaff Group Ltd. (the Group)
- Excellent interpersonal, communication & negotiation skills
- Demonstrated ability to operate independently and professionally with limited supervision.
- Demonstrated experience working within set Policies & Procedures.

Authorities (Delegations):

Operational Expenditure will be in accordance with Group policies.

Vision: To be recognised as the Australian leader in the provision of supported employment services to people with disabilities.

Mission: To develop and maintain a business environment which will enable the Group to achieve increased independence, employment opportunities and integration into the community for people with disabilities.

Values: Safety, Integrity, Unity, Empowerment, Diversity, Growth, & Quality.



Key Objectives & Responsibilities:

- To maintain a focus on the Vision and Mission of the Flagstaff Group and our commitment to people with disabilities.
- Communicate & consult regularly with your direct manager and all other work colleagues, in order to foster commitment, teamwork, and productivity and maintain harmonious industrial relations.
- Ensure effective & productive cooperation with all Flagstaff Group business divisions, departments or sections on the implementation of compliance based activities as well as liaise & consult with Division managers on audit scheduling and audit program intentions.
- Ensure effective delivery of internal audit programs and immediately report any corrective action requirements to the Training & Compliance Manager.
- Ensure effective delivery of any training as directed by the Training & Compliance Manager and ensure accurate training records are maintained.
- Ensure effective & productive cooperation with all Flagstaff Group business divisions, departments or sections on the delivery of auditing and training activities.
- Participate annually in the Employee Development Plan (EDP) process.
- Comply and ensure staff comply with all policies & procedures, standards, rules and applied legislation including the 'OHS&E and Injury Management Systems' and communicate OHS&E information.
- Demonstrate by example and enforce Flagstaff values and culture and present as a model for professional conduct.
- Complete Group (DuPont) Safety Observations in line with Group policy and targets.
- Report any safety and environmental risks and hazards to relevant site supervisor/manager.
- Adhere to Group Authority levels and expenditure control procedures.
- Carry out other duties as directed.

ACKNOWLEDGEMENT & ACCEPTANCE OF POSITION

By signing this document you acknowledge that you have read the document and understand the duties, objectives and responsibilities associated with this position and that you accept and are inherently capable to carry out the duties, objectives and responsibilities associated with the position.

Print Name: _____

Dated: / /

Signature: _____