LEONARDO	POSITION DESCRIPTION	QUALITY COMPLIANCE SPECIALIST

Position Overview

Position Title: Quality Compliance Specialist						
Department/Project: Corporate (Quality & Safety)	**Site Location:** Fishermans Bend					
Reporting Manager: Tony Briffa (Quality & Safety Manager)	**Employment Status:** Full-time (FTE 1.0)					
Probation/Performance Review Period KPIs: 6 months	**Employee Global Cluster:**					
Employee Name:	**Ongoing**	X	**Fixed**		**Temporary**	

General Position Summary & Purpose:

Reporting to the Quality and Safety Manager, the Quality Compliance Specialist will be responsible for developing, implementing, maintaining, and reviewing and continually improving procedures and systems to ensure Leonardo Australia complies with all relevant certification requirements including ISO 9001:2015, ISO14001:2015, ISO 45001:2018 and AS9110.

Key Responsibilities / Task Areas of Position:

Key responsibilities for this position include:

- Develop, implement and maintain manuals, plans, procedures, forms and other components of an effective QMS at Leonardo Australia to ensure ongoing compliance with QMS requirements;
- Coordinate and conduct audits as required by the applicable Quality Standards, including internal audits and audits of suppliers;
- Facilitate audits of Leonardo Australia by external agencies and ensuring they are closed in a timely and comprehensive manner;
- Provide advice to Leonardo Australia personnel regarding any QMS compliance requirements; and
- Develop, implement and manage Leonardo Australia's QMS Induction and Continuing Training program.

Ability to travel domestically and internationally to conduct onsite audits at all Leonardo Australia operational facilities essential.

Formal Education/Certification/Clearance Requirements:

- Diploma of Quality Management, Quality Auditing or equivalent;
- Lead Auditor Qualification – Quality Management System – ISO9001 and/or AS9110; and
- Australian Citizen with National Police Clearance.

Aviation qualifications and/or experience will be favourably considered, but not essential.

Professional/Technical Experience Requirements:

- 10+ years of relevant Quality experience including developing, implementing and maintaining procedures and conducting audits to relevant international standards; and
- Comprehensive knowledge of Quality Management System standards AS9100, AS9110 and ISO9001.