

Environmental Auditor - Certifications

Good Environmental Choice Services Pty Ltd

Duty Statement:

Good Environmental Choice Services Pty Ltd manages the verification, certification and post-licensing activities of manufacturers seeking to obtain and maintain the Environmental Choice Australian Mark. This area of work is led by the Certification Manager to ensure the smooth running of the organisation's head office certification section and to maximise the administrative effectiveness of the team. Environmental Auditors work under the direction of the Certification Manager in delivering an environmental auditing services to the organisation.

CORE SKILLS REQUIRED:

1. A Degree from an Australian University in Environmental, Engineering or Technical Sciences.
2. At least 3 years work experience in a professional consulting or senior government environment.
3. Excellent computer skills in Microsoft Office with a typing speed of a minimum of 25 words per minute.
4. Strong interpersonal skills over the telephone, email or face to face.
5. A high level of self motivation, professional conduct and an environmental ethic.

Duties:

Environmental Auditing Duties:

- Undertake verifications as a lead auditor of GECS.
- Provide advice to applicants and manufacturers seeking verification.
- Prepare verification reports for issue using well rounded written and desktop publishing skills in Word 2008.
- Manage the verifications workflow by undertaking multiple verifications at the same incorporating strong workflow tracking behaviour.
- Provide technical support and leadership to junior auditors.
- Undertake site assessments of manufacturing facilities throughout Australia and overseas as required.

General Management Duties:

- establish and maintain a reliable and efficient administrative setting for the certification business.
- co-ordinate and train junior auditing staff under this section in relation to their duties.
- keep staff abreast of new developments in relation to standards.
- ensure that suitable technical, administrative systems are in place to demonstrate compliance to the relevant sections of the Business Managers Instructions and Certification Program Manual.
- Supervise work performance of subordinate staff.
- Be generally accountable for the quality and volume of work delivered by your section.

Audit Management Duties:

- Protect the confidentiality and technical integrity of GECS audits.
- Produce certification reports and correspondence with a high degree of accuracy.
- Ensure that all certifications are completed within a 6 week timeframe from commencement.
- Participate in monthly reports for the Board and weekly reports for the team.
- Ensure that all correspondence in and out is answered promptly.
- Uphold the principles and ethics of the organisation.
- Report to the Board of GECS on a quarterly basis as to the performance of the section.
- The management of external contractors appointed as part of the workflow of this section.
- Complete a suitable amount of certifications to ensure that the workflow is sustainable and does not affect the cashflow, environmental credibility or industry reputation of the organisation.

Performance Review:

- Quarterly Performance Review by appointed officer of the Board.
- Performance review affects bonus or disciplinary action.

Bonus:

- A Bonus of 20% on top of basic wages is offered for this position and paid quarterly after the performance review and calculated on the following basis.

A score of 0-100% is given after the performance review.

If the score is less than 60% no bonus is awarded.

If the score is between 60-70% then a 3% bonus is awarded.

If the score is between 70-80% then an 8% bonus is awarded.

If the score is between 80-90% then a 13.5% bonus is awarded.

If the score is between 90-100% then a 20% bonus is awarded.

Progressive Levels of Disciplinary Action for Non Performance Against These Duties:

1. 1st warning and advice as to non-conformance. (verbal)
2. 2nd warning and advice and clear advice as to non-conformance (verbal)
3. 3rd warning and advice as to non-conformance (written)
4. 4th warning and advice and temporary disciplinary action as to non-conformance. (written)
5. 5th warning and periodic dismissal for a period of no less than 48hr from the office environment or downgrade to a less responsible position. (written)
6. 6th warning permanent demotion or dismissal. (written)

Signed:

Officer

GECS Authorised Officer**Date:**

These duties may be amended from time to time in written form with the consent of an authorised officer of GECS.