

## **Junior 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. Junior Environmental Auditors work under the direction of the a senior Environmental Auditor in delivering environmental auditing reports for the organisation.

#### **CORE SKILLS REQUIRED:**

1. A Degree from an Australian University in Environmental, Engineering or Technical Sciences.
2. Excellent computer skills in Microsoft Office with a typing speed of a minimum of 30 words per minute.
3. Strong interpersonal skills over the telephone, email or face to face.
4. A high level of self motivation, professional conduct and an environmental ethic.

#### **Duties:**

##### **Environmental Auditing Duties:**

- Undertake the development of verification reports as a junior 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.

##### **General Management Duties:**

- Establish and maintain a reliable and efficient administrative setting for the certification business.
- 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.
- Ensure that all correspondence in and out is answered promptly.
- Uphold the principles and ethics 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. 1<sup>st</sup> warning and advice as to non-conformance. (verbal)
2. 2<sup>nd</sup> warning and advice and clear advice as to non-conformance (verbal)
3. 3<sup>rd</sup> warning and advice as to non-conformance ( written)
4. 4<sup>th</sup> warning and advice and temporary disciplinary action as to non-conformance. (written)
5. 5<sup>th</sup> 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. 6<sup>th</sup> warning permanent demotion or dismissal. (written)