

POSITION DESCRIPTION



Position Title	Quality and Compliance Officer
Career Level	3
Location	North Sydney or Brisbane
Position Type	Full Time (12-Month Contract)
Business Unit	Integrity Systems Company
Reports To	Manager - Quality, Policy and Compliance
No. of Direct Reports	0
Date:	March 2025

About Integrity Systems Company

The Integrity Systems Company (ISC) develops, delivers and administers meat and livestock integrity programs, including the development and delivery of information technology platforms, for the meat and livestock industry. ISC is responsible for the integration, expansion and enhancement of the meat and livestock integrity programs to improve the quality, efficiency and performance of the programs for the benefit of the industry. ISC is a fully-owned subsidiary of Meat and Livestock Australia (MLA).

Position Purpose

To undertake compliance activities in line with ISC's quality and compliance frameworks and to ensure that nonconformities identified across ISC's programs are actioned in a timely manner to minimise the risk to the red meat industry and ISC.

Key Accountabilities

- Undertake ISC compliance activities including preparation of datasets for LPA targeted audit program, NLIS device supplier audits and ISC's Quality Management System (QMS) internal audit program.
- Implementation of surveillance activities and associated nonconformities management framework including out of LPA audits, NLIS device supplier audit program and the ISC QMS.
- Coordination of NLIS Animal Identification Technology (AIT) Approval Program device assessments (including trial requirements, collation of field trial data, preparation of field trial reports).
- Development of processes and procedures to underpin quality and compliance activities.
- Reporting outcomes of compliance activities and making recommendations for action and improvement.
- Preparation of papers and reports for various ISC Committees in relation to compliance and quality activities and recommendations for improvement.
- Comply with MLA's policies and procedures in workplace health and safety as applicable to self, other Workers and all activities within area of responsibility and control.

- Compliance with the requirements of the company quality management system, including all relevant procedures and work instructions.
- Ensure all project maintenance and creation is carried out in SAP.
- Ensure all purchasing carried out in line with MLA Purchasing Process in SAP.

- Major Challenges and Complexities**
- Investigating and assessing compliance with program standards and rules, sourcing required evidence and establishing clear recommendations for action.
 - Ensuring that compliance is assessed in an impartial manner and that recommendations are made in line with agreed risk-based frameworks.
 - Building and maintaining strong relationships with multiple internal and external stakeholders and red meat value chain partners to ensure effective compliance outcomes.

Key Relationships	
Internal	ISC Operations Team ISC Strategy and Planning Team ISC Technology Team ISC Senior Leadership Group MLA Legal MLA Risk team
External	NLIS Device Suppliers State Departments NLIS Device Standards Committee Members Field trial participants ISO Auditors Device Assessment and Testing Laboratories

Other (i.e. travel required, on call)

Occasional travel required within Australia

- Authority**
- What does the person have the authority to do?**
- Draft project Terms of Reference
 - Draft contract schedule and governance forms for approval of ISC SLG
 - Final milestone approval
 - Arrange meetings with stakeholders
 - Draft meeting agendas, papers, reports and minutes
 - Respond to enquiries from stakeholders
 - Make representations on behalf of ISC to key target audiences
- What does the person need to seek their manager's approval for?**
- Project Terms of Reference
 - Negotiate changes to contract Terms and Conditions
 - Approval of contract schedules

- Planned travel
- Personal expense claims

Essential Qualifications / Competencies / Skills / Experience

- Tertiary qualifications in risk, compliance, quality management systems or a related discipline and/or at least 3 years relevant experience.
- Training in ISO practices and experience in conducting internal audits
- Excellent organisational and time management skills
- Excellent written and verbal communication skills
- Analytical and investigative skills
- Experience in data analysis and ability to present data in a consumable format
- Exceptional attention to detail especially in relation to data entry
- Competency with using the Microsoft Office suite
- Practical experience in agriculture, livestock handling and management desirable