**Gumbi Gumbi Aboriginal and Torres Strait Islander Corporation deliver a culturally responsive community controlled residential awareness program for Aboriginal and Torres Strait Islander people. The service is located in Rockhampton, Queensland.**

We are currently seeking a Full Time Quality Coordinator for our Corporation.

**Key Responsibilities**

* Coordinate the development, implementation and maintenance of the quality assurance and continuous improvement system that covers all policies and procedures within Gumbi Gumbi.
* Coordinate and carry out internal audits on Quality Assurance in conjunction with other internal auditors as necessary.
* Coordinate the review, reporting and rectification of causes of quality failures and non-conformances.
* Monitor and improve the quality system and recommend corrective actions.
* Recommend enhancements to workplace safety policy and procedures to enable Gumbi Gumbi to comply with its statutory obligations under Work Health and Safety Act 2011 and supporting legislation.
* Assist in the development and management of a training plan and records for Gumbi Gumbi employees.
* Conduct various training activities including initial employee inductions and other Work Health and Safety training sessions for all staff.
* Continually assess Gumbi Gumbi's work activities and attempt to predict outcomes so that preventative procedures and training can be implanted to minimise accidents and injuries.
* Oversee the structure and conduct of Gumbi Gumbi's Fire and Emergency Evacuation procedure.
* Run safety committee meetings and other meetings as required
* Other activities as required

**Skills & Experience**

* Advanced Computer ability in Excel, word and or other Software
* Qualification and/or Experience in Quality Assurance Systems
* Qualification and/or Experience in Work Place Health and Safety
* Manual Class C Licence

Applicants must hold a current First Aid/CPR Certificate and QLD Police Check

To apply for this position please email quality@gumbi.com.au or 07 49 228 355 to obtain a Application Package and Selection Criteria.

Applications Close 4pm 25th April 2014