
POSITION DESCRIPTION

Position Title: Integrated Management System Coordinator **Position No:1098**
Company: Mid West Ports Authority (MWPA)
Location: Geraldton **State: WA**
Department: Sustainability, Culture and People **Date: 13/02/2019**

ORGANISATION STRUCTURE

Department Manager: General Manager, Sustainability, Culture and People

In-Line Supervisor: General Manager, Sustainability, Culture and People

This position: IMS Coordinator

Reporting to this position: N/A

Purpose: The Integrated Management System (IMS) Coordinator will be responsible for implementing, coordinating and maintaining an efficient and effective IMS and lead quality assurance and business improvement initiatives with all teams across MWPA, to ensure that required standards are met and actively assist with the training and promotion of the IMS System, processes and procedures to all staff.

The position will prepare and maintain IMS certification for all relevant standards and implement policies and procedures in relation to the IMS to attain MWPA objectives.

Accountabilities:

Result expected (Outputs)	Major Activities (How the output will be delivered)
<p>1. MWPA Policies and Procedures: Ensure compliance with all relevant MWPA policies & procedures as amended from time to time.</p>	<ul style="list-style-type: none"> • Undertake all work within relevant role specific procedures, environment, quality and OH&S management systems. • Uphold organisational policies and procedures.
<p>2. Integrated Management Systems: Coordinate MWPA’s integrated management system.</p>	<ul style="list-style-type: none"> • Implement and provide effective and efficient coordination of MWPA IMS • Co-ordinate IMS documentation ensuring maintenance of up to date information and archiving of historical information. • Maintain relevant IMS control procedures in accordance with ISO standards • Quality Control services for new and updated procedures including formatting, presentation, version control and internal approval process in line with the Quality Management System. • Assist in reviewing/developing procedures

	<p>where required.</p> <ul style="list-style-type: none">• Input, development and review of management system policies, manuals, procedures work instructions, SWMS/JSA to identify areas of improvement;• Conduct internal product, facility and related audits as well as collate and distribute relevant reporting;• Assist with timely changes to documentation, ensuring all changes are recorded through the change process.• Ensure employees are kept up to date with IMS amendments through monitoring of Gateway 'read by' acknowledgements• Monitor IMS policies and assist with keeping them up to date.• Monitor and consult all employee types of changes to processes, documentation and practice in line with legislative requirements• Ensure failures, weaknesses, risks and incidents are reported, investigated with preventative actions implemented to eliminate re-occurrence.
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<p>3. Prepare Relevant Reports, Strategies, Action Plans and Training: Assist the General Manager to prepare reports for relevant Forums and External Stakeholders.</p>	<ul style="list-style-type: none"> • Prepare and assist with strategies and action plans to attain objectives and effectively implement the formulated corrective and preventive actions. • Promote awareness to all individuals of the organization on the IMS Standards and other existing policies and procedures of the company through trainings and presentations. • Undertake induction training for staff on procedures and site instructions and actively promote awareness of the importance of the IMS Standards. • Prepare training and presentation materials
<p>4. Auditing the Integrated Management System: Assist the Audit team to undertake internal system audits.</p>	<ul style="list-style-type: none"> • Conduct/assist IMS audit and evaluate different areas and processes of MWPA to monitor compliance to applicable Standards, existing policies and procedures • Conduct and participate in audits to ensure MWPA's IMS is being followed across the organisation and remains effective. • Report findings and coordinate implementation of corrective actions from related audits.
<p>6. Participate as a member of the Sustainability, Culture and People Team: Play an active role in supporting other team members if required.</p>	<ul style="list-style-type: none"> • Work closely with the General Manager to avoid cross-over, maximise use of team resources and ensure an efficient and effective operation. • Support team members where needed to achieve the objectives of the business unit. • Play an active role in planned meetings such as relevant meeting and other groups as required. • Assist the Organisation with monitoring internal and external websites and other distributed information to ensure information is current and relevant, e.g. legislation changes.
<p>7. General and other duties</p>	<ul style="list-style-type: none"> • Participate as part of the drug and alcohol test team to conduct random testing. • Assist with the development and implementation of the Health and Wellbeing Program. • Other duties as directed by the General Manager Sustainability, Culture and People.

Key Selection Requirements:

- Bachelor's Degree in relevant discipline
- IMS related training
- Experience working with Business Excellence principles and Improvement processes
- Demonstrated experience in the understanding and practical application of integrated systems and quality management with 3-5 years experience in IMS preparation and implementation and in preparation for IMS certification
- Knowledge of ISO 9001, ISO 14001, ISO 45001, ISO31000

and ISO55002 and quality control procedures and relevant legal standards

- Formal auditor training preferred
- Flexibility in communication requirements and the ability to effectively and professionally communicate with people from any position in the organization.
- Must possess enthusiasm and initiative
- Must be able to prioritize and be well-organized.
- Excellent interpersonal/communication skills and the ability to provide a value-added service and build a culture of excellence among staff
- Must be able to work with minimal supervision and be able to identify critical instructions.
- Possesses the highest standard of personal integrity and professionalism while demonstrating care and diligence.
- A high level of interpersonal and communication skills. Treats people with respect, courtesy and sensitivity and can recognise their interests, rights, safety and welfare.
- Uses the resources of the State in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.
- Must be computer literate and knowledgeable in MS Office applications

LICENCES:

- Driving Licence

SPECIAL CONDITIONS:

- Expected to undertake any additional training to complement the operation.
- The incumbent will be required to undertake a pre-employment medical check including drug and alcohol testing prior to appointment.
- The ability to obtain a Maritime Security Identification Card is a condition of employment.
- Additionally, all staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

Name of Manager/Supervisor:

Position of Manager/Supervisor:

Signature of Manager/Supervisor:

Date:

Position Description Acceptance

The Position Description has been fully explained to me and I agree to carry out the duties contained within to the best of my ability.

Name of employee:

Signature of employee:

Date:

Office Use:

Industrial Instrument (please tick):

- | | |
|--|---------|
| <input type="checkbox"/> Maintenance & Mooring Staff Agreement | Level: |
| <input type="checkbox"/> Administration Staff Agreement | Level: |
| <input type="checkbox"/> Marine Pilots Agreement | Level: |
| <input type="checkbox"/> Common Law Contract | Salary: |
| <input type="checkbox"/> Determination (Senior Management) | Salary: |

ADMINISTRATION

Custodian: HR Manager