

## Maritime New Zealand Position Description

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<b>Title</b>	<b>Auditor</b>
<b>Responsible to</b>	<b>Manager, Safety and Environmental Audit</b>
<b>Staff Responsibilities</b>	<b>Nil</b>
<b>Location</b>	<b>Wellington</b>
<b>Date</b>	<b>November 2010</b>

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### **Purpose of Safety and Environmental Audit Team**

The Safety and Environmental Audit team deliver quality auditing services of Maritime New Zealand's (MNZ's) customers' safety and environmental management systems to domestic and international standards. The team identifies improvements and facilitates and promotes the concept of a positive safety culture in industry.

### **Nature and Scope of Role**

This position is responsible for co-ordinating and conducting and/or assisting with scheduled and unscheduled audits of external clients, providing technical advice to internal/external clients and conducting and/or assisting with specialist projects as requested by the Manager, Safety and Environmental Audit.

This role provides recommendations on improving safety systems to the maritime industry, the clients will range from port companies to small owners/operators of fishing boats, other MNZ staff and the Director of MNZ.

### **Key Accountabilities and Duties**

- Conduct audits of safety and environmental systems of external clients to required quality standards. Ensure consistency of delivery and auditing to defined procedures to benchmark the system against international standards. Identify improvements and provide corrective strategies.
- Provide advice on safety improvements/audits to industry, external clients and MNZ staff.
- Provide timely and authoritative responses to enquiries in a manner which will enhance the credibility and reputation of MNZ.
- Conduct the audit of external service providers who have been delegated powers by the Director of MNZ, to ensure the Director of MNZ's delegated powers are being conducted appropriately, consistently and to agreed standards.
- Provide specialist skills and knowledge as required to other MNZ teams.
- Assist in ensuring policies and procedures are current and maintained to enable the team to provide consistent services to industry
- Contribute to the maintenance of an audit programme for all delegated service providers
- Assist in the completion of specialist technical projects as required
- When required, and at the request of the Director, act as a member of the Maritime Incident Response Team (MIRT),
- All other duties as may be required on request from your Manager

## **Core Competencies**

### **Technical Knowledge**

- Demonstrate an understanding and application of technical and business knowledge and skills, e.g., maritime rules and legislation, MNZ organisation structure, functions, systems, processes and quality standards
- Within the first year, successfully complete Lead Auditor training course (ISO/ISM Lead Auditor training)
- Conduct audits and maintain records with the aim of attaining International Registry of Certificated auditors (IRCA) certification
- Demonstrate ability to plan, design, and lead audits – in conformance with IRCA certification process
- Prepare audit reports
- Prepare non-conformity notes
- Provide timely response to queries of manager and/or senior staff within the SEAT team
- Apply theoretical and practical knowledge to commonly encountered business/technical development problems
- Apply concepts and standards relating to the audit process

### **Manage relationships**

- Build working relationships and internal/external networks
- Manage interpersonal situations effectively
- Ensure that appropriate people are always informed, there are no surprises

### **Decision-Making**

- Further develop practical working knowledge of audit

### **Leadership**

- Work independently for extended periods under general direction of manager and/or senior SEAT staff

### **Planning and Co-ordination**

- Develop own work plan in accordance with established priorities and direction
- Undertake work plan with minimal supervision
- Work on a number of projects concurrently
- Ensure the accurate and timely completion of work

### **Innovation**

- Solve problems effectively, in consultation with senior SEAT staff as required
- Contribute ideas, creativity and innovation
- Look for ways to improve business processes

### **Communication**

- Communicate ideas effectively in oral and written form

### **Act professionally**

- Model behaviour aligned with MNZ values
- Set a good example and display a positive attitude
- Accessible and approachable
- Take responsibility for ongoing development of professional skills and knowledge
- Maintain confidentiality

## **Health and Safety**

Adhere to the employees' health and safety role and responsibilities as outlined in the MNZ Health, Safety and Well-being Programme

## **General**

Carry out other tasks or projects as required by your manager from time to time

## **MNZ Values**

Our success depends on the commitment, performance and attitudes of all those who work for MNZ. To achieve this we demonstrate the following values:

### **Integrity**

- We are honest, ethical and trustworthy
- We treat one another and others fairly and consistently

### **Commitment**

- We are committed to achieving high-quality work to improve outcomes for the public, industry and MNZ
- We are responsible for our actions
- We are committed to our team and the organisation, and support each other and set each other up for success

### **Respect**

- We respect one another's views and the value that different skills and experience can bring to our work
- We respect competence and technical expertise
- We listen to and respect each other, working together to achieve better outcomes

## **Person Specification**

### **General Profile**

The position requires a relevant tertiary qualification. They should be working towards a Lead Auditor qualification and International Registry of Certificated auditors (IRCA) certification as well as having knowledge and experience of maritime management systems and preferably maritime/seagoing experience. The position holder is expected to apply and further develop theoretical and practical knowledge during the course of daily work in order to fulfil the requirements of the position.

### **Qualifications/Experience Requirements**

- Relevant tertiary qualification or formal auditing qualification
- Relevant practical experience, e.g., quality systems auditing and or maritime/seagoing experience
- Nautical qualification, other relevant qualification or appropriate experience
- Knowledge and experience of the development, implementation and improvement of maritime management systems
- Knowledge and experience of development and implementation of systems structures
- Strong oral and written communication skills
- Computer skills
- Time management skills

**Authorisation**

Signatories:

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(Employee)

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(On behalf of Maritime New Zealand)

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(Date)

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(Date)