

Maritime New Zealand Position Description

Title	Senior Auditor
Responsible to	Manager, Safety and Environmental Audit
Staff Responsibilities	Nil
Location	Wellington
Date	November 2010

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 scheduled and unscheduled audits of external clients, dealing with complex / difficult situations, providing expert technical advice to internal/external customers and conducting specialist projects as requested by the Manager, Safety and Environmental Audit.

This role provides expert advice on improving safety systems to the maritime industry, with participants ranging from port companies to small owners/operators of fishing boats and other Maritime New Zealand (MNZ) staff and providing assurance to the Director of MNZ.

The role makes a significant contribution to the transfer of knowledge, education and mentoring of other members of the SEAT team.

Key Accountabilities and Duties

- Conduct audits of safety and environmental systems of external clients to set/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 expert advice on safety improvements/audits to industry, external clients and MNZ staff. Provide timely and authoritative response to enquiries in a manner which will enhance the credibility and reputation of MNZ.
- Lead/supervise 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 expert specialist skills and knowledge as required to other MNZ teams.
- Ensure policies and procedures are current and maintained to enable the team to provide consistent services to industry
- Play a key role in the maintenance of an audit programme

- Lead/participate in 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 a thorough understanding of technical/business knowledge and skills, e.g., maritime rules and legislation, MNZ organisation structure, functions, systems, processes and quality standards
- International Registry of Certificated auditors (IRCA) Lead certified or equivalent.
- Lead/supervise audits of a range of complexity (including multi-day audits) and maintain a record of audits carried out.
- Prepare audit reports, non-conformity notes
- Respond to queries from industry participants
- Apply theoretical and practical knowledge to business/technical development problem solving
- Apply concepts and standards relating to the audit process.
- Demonstrate the ability to mentor and peer review Auditors within the SEAT team

Manage relationships

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

Decision-Making

- Maintain and further develop practical working knowledge of audit

Leadership

- Works independently with minimal supervision
- Able to mentor junior staff within the SEAT team, providing work direction and delegating tasks

Planning and Co-ordination

- Develop and undertake own work plan in accordance with established priorities and direction
- Supervise other SEAT team members as required
- Work on a number of projects concurrently.
- Ensure the accurate and timely completion of work

Innovation

- Solve problems effectively and assists others
- 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 displays 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 Maritime NZ 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, Lead Auditor qualification and IRCA or equivalent certification as well as knowledge and experience of maritime management systems and preferably maritime/seagoing experience. The position is expected to have the IRCA certified Occupational Health and Safety and Environmental Lead Auditor training or equivalent quality / safety management systems training. The position holder is expected to apply and further develop expert 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
- Specialist auditing qualifications
- Relevant practical experience, e.g., maritime/seagoing experience
- Nautical qualification and/or 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
- Ability to travel
- Time management skills

Authorisation

Signatories:

(Employee)

(On behalf of Maritime New Zealand)

(Date)

(Date)