**Outline Proposal**

To continue and maintain the organisations desire to put quality at the heart of its work there is a need to recruit a Quality specialist, whose role is to help deliver the agreed organisational quality objectives and support the Quality director in implementing planned strategic actions..

**The role**

The role can be categorised into the subdivisions below, which are designed to provide assistance to the Quality Director, liaising with the Occupational Health and Safety Team and supporting the development of an integrated management system and collaborating with different teams within the organisation promoting the value of the quality policy and process.

Assisting the Quality director

The appointed individual will be tasked with assisting the Quality Director in:

* Reviewing process and procedures
* Assisting with continuous improvement monitoring and reporting
* Assisting with QMS performance evaluation and reporting
* Assisting with planning and delivery of internal audit schedules

Liaison with the OHS team

As the organisation is developing the OHS standard ISO 45001 the individual will play a vital role in linking the QMS and OHS systems into a single integrated management system.

Communication and collaboration

The appointed individual will provide vital communication to and collaborate with other teams within the organisation in:

* Supporting Managers with QMS elements in ITT & PQQ’s
* Collaborating with teams to deliver inductions to QMS and promote understanding of WA QMS, policy, aims & objectives.
* Helping understand and facilitate actions for dealing with nonconformities.
* Assisting with annual external audits

**Role Development**

Anticipated Individual outcomes

* To become the Quality lead
* This role will be supported by training by the QD in the QMS and its importance to WA.
* Auditor training from an accredited supplier (if required).

Organisational outcomes

* Improved communication and knowledge of WA QMS aims objectives and value