



Illowra Living
Smarter Living for Life®

Job Title: **Quality and Policy Consultant**

Responsible to: Finance and Governance Manager

Classification: According to qualifications and experience

Status: Contract

Objective

Illowra is committed to providing quality Specialist Disability Accommodation (SDA). The objective of this position is to ensure the Quality Management System (QMS) meets legislative and contractual requirements.

Role

The Quality and Policy Consultant advises on the QMS, compliance and continuous improvement.

Key Responsibilities

- Support QMS and organisational readiness to meet the requirements of the National Disability Insurance Scheme (NDIS) and other applicable legislation
- Understand stakeholder experience of the QMS
- Understand contemporary quality management, including risk management, performance measurement, continuous improvement and strategic systems thinking
- Advise on the effectiveness and efficiency of the QMS
- Develop and review policies and procedures related to quality
- Support internal and external audits
- Maintain positive and productive working relationships with key stakeholders

Administration and Reporting

- Develop and advise on quality documents
- Contribute to internal audits/gap analysis as required

Work Health and Safety

- Follow and promote safe work practices in line with policies and procedures to ensure the safety of everyone living, visiting and working in Illowra SDA
- Ensure Illowra complies with its legal requirements and strives for best practice in the provision of a safe workplace for all.

General

- Undertake other related duties as required by the line manager
- Undertake training as required
- Work in line with environmentally sustainable, best practice, good design principles

Contacts

Managing Director
Finance and Governance Manager
Auditing bodies

Key Selection Criteria

Mandatory

- Tertiary qualifications in a relevant discipline
- Comprehensive understanding of QMS principles and functions
- Enjoy working well with and for a range of people
- Strong customer focus
- High degree of integrity
- A positive, flexible approach
- Good problem solving skills and initiative
- Clear and concise written and verbal communication
- Computer literacy
- Current National Police Check

Desirable

- Experience working with people who have a disability
- Understanding of SDA

Further Information

For further information please contact **1300 455 697 (1300 illowra)**

Privacy

By applying for this job vacancy, you consent to Illowra managing your personal information as outlined in the Privacy Policy. You are able to request, at any time, to view and update the personal information that Illowra holds about you.

Policy Matrix: Staffing	
Version	Details
Version 1	2 March 2019
Endorsed	Finance and Governance Manager
Changes	