



THE BUTTERY

ROLE TITLE: Quality Assurance Manager

LOCATION: Northern Rivers

About the role

Reporting to the Corporate Services Manager, the Quality Assurance Manager supports the organisation to gain and maintain accreditation in the National Safety and Quality Health Standards (NSQHS) and support continuous quality improvement systems and documentation across all sites and services.

The quality assurance responsibilities require accurate and clear direction, information and training regarding quality codes of practice and processes.

Hours and location: The role is 70 hours per fortnight. Your hours are negotiable and generally Monday to Friday between 9.00am to 5.00pm.

This is a hybrid role with an opportunity to work from an office location near Bangalow and from home.

About you: Selection Criteria

1. Tertiary qualifications or equivalent experience in Quality Assurance.
2. Licences and checks: A current valid Driver's Licence, COVID vaccination, satisfactory current Criminal Record Check and Working with Children Check and a First Aid certificate are mandatory prior to commencement.
3. Experience in implementing a Quality Management System (QMS) to meet all corporate and regulatory requirements and standards required by government instrumentalities and accreditation.
4. Experience in gaining and maintaining accreditation with ISO 9001 Quality Management System and ISO 45001 Occupational Health and Safety.
5. Sound project management skills with knowledge of compliance processes, risk management and continuous quality improvement principles and writing policy with strong attention to detail.
6. Demonstrated experience in training groups and individuals.
7. Computer literate with strong database and spread sheet skills with knowledge of document management and storage systems such as SharePoint.

Desirable: Experience in a number of accreditation systems and more specifically those which involve clinical governance and consumer participation.

Why staff love working at The Buttery

- ✓ Flexible working solutions to support work-life balance. Depending on the role, we support a hybrid work environment and staff work face-to-face, in offices or from home.
- ✓ Two extra paid annual leave weeks (pro rata) is provided to spend more time on holiday.
- ✓ Internal opportunities to transfer and work in other programs.
- ✓ Training and development opportunities.
- ✓ Access to external clinical supervision for direct service staff.
- ✓ 24/7 Employee Assistance Program includes access to an online wellbeing platform and financial and legal advice, free to staff and their immediate family.
- ✓ Salary sacrifice benefits allow a 6-12% increase in take home pay. Staff receive an ATO-approved incentive and can access 15,899 of tax-free salary to pay a mortgage, rent, loan, credit card or school fees.
- ✓ A \$2,650 meal and accommodation card.
- ✓ The ability to package computer, phone, or novated vehicle lease costs.

Find out more:

For a position description, see <https://www.buttery.org.au/employment-opportunities>

And our website

<https://www.buttery.org.au/programs/residential/the-buttery-private/> For any other queries, please contact recruitment@buttery.org.au

This role is remunerated at SCHCDS level 6 depending on qualifications and experience. (For a 38 hour week, this is potentially a package inc. super of over \$113k with access to salary packaging to potentially increase your take home pay by another 5k). It is funded to June 2023 with potential for extension.

How to apply: Please email your resume and cover letter addressing the selection criteria above to recruitment@buttery.org.au In your cover letter, please use each of the selection criteria above as a heading and write a brief paragraph under each one addressing it.

Closing date: We will be processing applications every few days so we encourage you to apply at your earliest convenience so you don't miss out!