

JOB DESCRIPTION

Job Title: Compliance Manager

Reports To: Operations Manager

Base: Invercargill

Primary Objective: The purpose of the Compliance Manager role is to direct and coordinate the safe, high-quality operations of the company through leadership and proactive management. The Compliance Manager is responsible for ensuring and improving the safety and quality performance of the organisational operations in order to meet legislative compliance levels and the company's contracted obligations using the provision of effective methods and strategies.

The primary location of this role as Compliance Manager is Invercargill where our company has its main office; however, the work locations are varied and situated anywhere within the South Island of New Zealand. Frequent travel is a requirement of this role.

KEY RESPONSIBILITIES

Coordination and Supervision –

- Coordinate, manage and monitor the workings of the company's core service provisions.

Safe Management Practices –

- Ensure all legal requirements are met. Regular review of the health and safety systems in operation in conjunction with the OSH committee/representatives.
- Regular review of the incident/injury reporting, recording and implementation of corrective actions.
- Participate in customer and company led investigations.
- Lead health and safety behavioural observation process and regularly review together with the Company Management Team.
- Ensure employee participation in health and safety and actively encourage good behaviors and judgments.
- Lead and maintain annual ISO accreditation status in conjunction with management
- Participate in industry forums (e.g., meetings, technical groups etc.).

Financial –

- Review applicable financial reports and data. Utilise financial data to improve profitability and contribute to operational budgets.
- Prepare and submit weekly, monthly reports for customer/s (when applicable) and company top management.
- Control asset inventory and stock ensuring compliance to legislative requirements, scheduled maintenance checks and servicing in line with operational budgets.
- Monitor and maintain plant and equipment register to ensure that compliance checks and servicing is carried out in full and on time.

Best Practices –

- Improve processes and policies in support of organisational goals.
- Assist in on-going development, improvement and implementation of company policies and procedures to minimize the company's risk exposure in the areas of safety, quality and commercial exposure.
- Work closely with the Management Team to maintain a focus on timely completion and sign off of contracted works in line with the specified outcomes and contract obligations.
- Monitor adherence to rules, regulations and procedures.

Quality –

- Monitor quality records to ensure accuracy of recorded information and/or information emitted; provide critique and feedback to persons recording information.
- Carry out appropriate site/structure auditing of quality in conjunction with the QC Supervisor and at regular intervals and/or at witness hold points to ensure the specified outcome is achieved.
- File records and relevant images/other information and provide close-out reports for completed structures.
- Liaise with Third Party Quality Inspectors to coordinate timing of progress related inspections and final completion inspections/review of documentation.

Human Resources –

- Track and update training using the training matrix and identify training needs for future development.
- Actively contribute in employee proficiency assessments and personal performance reviews.
- Mentor and coach staff to ensure highest levels of safety, quality and professionalism are achieved and maintained in line with company vision, mission and values and contract obligations.
- Co-ordinate quality checks and build robust relations with QC Supervisor and team/s.
- Seek feedback from Site Supervisors on employee performance in relation to safety and quality and assist to manage accordingly. Note discussions and critique on respective performance plans.

Production –

- Contribute to coordinating and monitoring production, performance and assist to implement improvements.
- Assist to manage and coordinate maintenance of plant and equipment so as not to adversely affect production.
- Liaise and co-ordinate with customer quality monitoring representatives.
- Provide feedback to operations staff and implement improvements where necessary.
- Provide technical support where necessary.

Communication –

- Monitor, assist to manage and improve the efficiency of support services such as IT and electronic functions utilising technical advancements and an innovative approach.

Sales, Marketing and Customer Service –

- In conjunction with the Management Team assist to strengthen existing customer relationships and be actively involved in promoting the Company in a professional manner.

Strategic Input –

- Liaison with top management.
- Assist in the development of strategic plans for operational activity and resourcing.
- Implement and manage operational plans.

Scoping and Estimation –

- Participate in scope of works review and site visits including initial site-specific hazard identification

Delegation –

- Effective delegation with 360-degree reporting to ensure completion of allocated tasks in full and on time.

Relationship Management –

- Generate solid working relationships with Customer contacts, Company directors, managers, supervisors and other employees, generate sound ethical relationships with service providers and suppliers.

HEALTH SAFETY AND ENVIRONMENTAL RESPONSIBILITIES

- Know the company's vision with respect to HSE standards, expected behaviours and performance.
- Lead the company's safety-first culture which supports our continuous HSQ&E improvement and participate in company-wide programs in line with company policy and ISO45001.
- Lead the company's quality performance objectives in line with policy and procedures and ISO9001.
- Ensure duty of care obligation is met and that yours and the operations conduct in the workplace is carried out in a safe manner at all times and in line with training and instruction provided.
- Ensure compliance and risk minimisation strategies are embedded for mitigating environmental impacts in line with the Resource Management Act and regional specific resource consent requirements and ISO14001.
- Participate in processes regarding risk management compliance and internal controls to ensure operations and legal HSQ&E risks are effectively managed and minimised in line with company policy and ISO.
- Participate in training including skills mentoring to obtain the appropriate competencies and experience to safely perform role to a high-performance level.
- Assist in coordinating staff training, skills mentoring and proficiency assessment so that staff safely perform their roles without incident and to a high quality.
- Adhere to the company's policies and procedures at all times.
- Adhere to customer and site-specific safety and quality requirements.
- Assist to induct new employees and coordinate site specific inductions with Project Manager and/or Site Supervisors.

GENERAL RESPONSIBILITIES

- Actively participate in learning key management responsibilities including human resource management, contract management, relationship management (with key external stakeholders and other parties), financial management, tendering and project management, landowner liaisons, incident investigations (including serious ICAM), interacting with customer asset management systems.
- Contribute to operations meetings and assist to define targeted/forecasted production level for crews.
- Manage compliance in line with clients work site requirements and service specifications
- Ensure self and team understands and acts in accordance with the company's vision, mission and values and positively contribute to the company's culture.
- Operate within and participate in HR systems and initiatives to effectively resource the business and meet strategic and financial objectives.
- Implement plans and actions to assist or influence the decision-making process by board of directors.
- Participate and assist to implement actions that ensure a positive customer experience is delivered without compromising safety or quality.
- Assist to mobilise crews, plant and equipment as required.

- Assist to co-ordinate pre-qualification and communicate safety induction, site specific hazards, controls and other operational protocols as appropriate and necessary when engaging subcontractors or suppliers entering our worksite.
- Assist in ensuring that all tools, plant, equipment, safety and first aid equipment are maintained, fit for purpose and updated in the appropriate register/s.
- Assist to maintain day to day staff management issues in conjunction with the Management Team.
- Lead and/or assist with investigations and staff disciplinary meetings as appropriate with the Management Team.
- Comply with all statutory obligations and ISO9001, 45001 and 14001.
- Provide appropriate Weekly/Monthly Report to Manager and Customer/s (when required).

Note: All reports to be sent to the General Manager in the first instance when being prepared for external parties. Contents of Report are as required by Altitude Resurfacing Limited, its Customers, the Contract and/or Customers Representative.

SKILLS KNOWLEDGE AND QUALIFICATIONS

- Sound Mathematical/Literacy ability
- Proficient computer skills
- MS Office Suite- Word, Excel, Outlook – Intermediate ability essential
- Demonstrated ability to lead safe, high quality producing teams.
- Ability to apply intermediate level principles of Human Resource management in accordance with legislative requirements and company policies and procedures.
- Ability to assess outcome-based work tasks with a focus on achievement of quality milestones
- Problem-solving/ Trouble shooting/ Conflict resolution
- Excellent interpersonal skills
- Demonstrated organisational and planning skills and experience.
- Adept in customer relationship management, business development, contract management.
- Demonstrated experience of successful project budget management, monitoring resources and reporting.
- Business and/ or industry-specific qualifications.
- Practical in-field project experience.
- Engineering, electrical, or heavy industrial background
- Sound relationship building skills
- First Aid
- Height and Harness/Climbing/Rescue
- Electrical workers CPR
- Risk Management and Manual Handling training
- Full driver's license
- NACE level 1, 2 and/or 3
- 4WD Training

Name:	Signature:	Date:
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