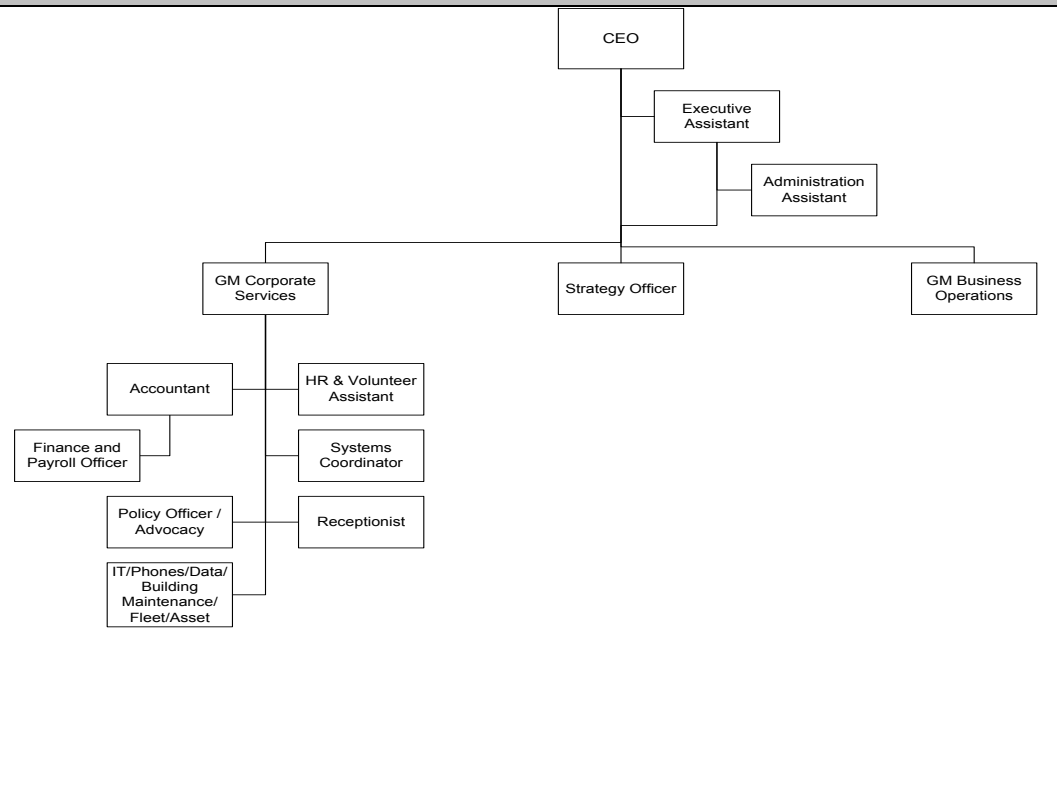


ALZHEIMER'S AUSTRALIA SA INC POSITION DESCRIPTION

Position Title: Document Controller Contract / Permanent: Contract up to 6 months Fraction: 1.0 FTE	Department: Corporate Services	Location: Glenside
Reporting To: Systems Coordinator/GM Corporate Services	Staff No: Volunteer:	Budget responsibility:

ORGANISATIONAL STRUCTURE



SELECTION CRITERIA

Qualifications

- Formal qualifications in QA and WHS (desirable)
- Internal and or external auditing (desirable)

Skills and Knowledge

- Ability to prioritise work
- Sound skills and knowledge of Quality (ISO 9001) and WHS management systems requirements, within the community sector.
- High level of Microsoft skills in Word, Excel and PowerPoint
- Proven ability to formulate system documentation for processing
- Understanding of internal and external audit requirements and processes

Experience

- Experience in developing and implementing quality management systems, ISO 9001, Service Excellence Framework and or similar, to ensure compliance
- Experience in reviewing documents against relevant certification and or legislation requirements
- Experience in SharePoint
- Experience in internal and external audit requirement
- Sound working knowledge of relevant standards and legislation for Quality, Document management and WHS.
- Formal Minute taking and distribution for meetings
- Proven experience in engaging key stakeholders in relevant systems and processes.

PURPOSE STATEMENT

The document controller is responsible for assisting the Systems Coordinator in the implementation, maintenance and continual improvement of WHS, Risk and Quality management systems at Alzheimer's Australia SA.

CORE BEHAVIOURS		
Key Results Area	Key Tasks	Outcomes
Leadership/ Teamwork	<ul style="list-style-type: none"> • Support Alzheimer's Australia SA Inc Senior Management team decisions and ensures that all commitments made are followed through. • Maintains a positive and constructive presence that promotes confidence in those around them. 	<ul style="list-style-type: none"> • Displays willingness to assist others, shares knowledge openly, cooperates and supports the team. • Contributes positively within teams and supports the team's efforts. • Is always receptive and open to feedback.
Professional Development	<ul style="list-style-type: none"> • Undertake training in person centered approaches • Participate in opportunities to share learning in person centered approaches 	<ul style="list-style-type: none"> • Training undertaken and supported in the achievement plan • Other opportunities are used to share learning with other service providers
WHS	<ul style="list-style-type: none"> • Participates in the establishment & on-going improvement of Alzheimer's Australia SA Inc WHS plan and visibly and constantly supports its implementation in your areas. • Ensures that all employees in your areas are fully aware of our safety plans and expectations, and that they are actively encouraged to participate and contribute. 	<ul style="list-style-type: none"> • Participates in the establishment & on-going improvement of Alzheimer's Australia SA Inc WHS plan and visibly and constantly supports its implementation in your areas. • Ensures that all employees in your areas are fully aware of our safety plans and expectations, and that they are actively encouraged to participate and contribute
Continuous Improvement	<ul style="list-style-type: none"> • Understands and supports continuous improvement in the organisation. • Actively participates in quality audits. • Exercises initiative in making improvements to work processes. • Regularly discusses improvement opportunities with the team. 	<ul style="list-style-type: none"> • Participates in quality audits when required. • Evidence of continuous improvement activities. • Always searches for better ways and strives for best practice. • Embraces and adapts to change.
Organisation Vision and Values	<p>Work within the principles of our Vision and Values:</p> <ul style="list-style-type: none"> • A society committee to reducing the impact of dementia • Professionalism • Integrity • Commitment • Teamwork • Inclusion 	<ul style="list-style-type: none"> • Visions and Values are able to be demonstrated in work place behaviours and actions
Volunteer Management & Development	<ul style="list-style-type: none"> • Manage and develop the volunteer team to ensure each member understands their role and what is expected of them. • Volunteers have a positive work environment and the support they need to conduct their role effectively. 	<ul style="list-style-type: none"> • Volunteers have a clear understanding of their role and performance expectations. • The environment created is supportive and staff/volunteers are able to positively contribute to the successes of the team.

Specific to the role:

Key Results Area	Key Tasks	Outcomes
<p>Document Management</p>	<ul style="list-style-type: none"> • Assist with the review, update, development, implementation and maintenance of the Quality & WHS management systems which include document control, risk management and Hazard / Incident Reporting • Maintain and continually improve the existing document control system to included but not limited to, document uploads and user information, document review for currency and fit for purpose against relevant certification, tender and legislation requirements • Assist where appropriate with implementation and training to AASA staff. 	<ul style="list-style-type: none"> • Ensure compliance against certification, tender and legislation requirements. • AASA policies and procedures are current and up to date.
<p>Quality & Risk Management</p>	<ul style="list-style-type: none"> • Assist with the development, implementation, reviews, monitoring and reporting for compliance to AASA policies, procedures, certification, tender and legislations requirements within area of responsibility • Assist where appropriate with implementation and training to AASA staff. 	<ul style="list-style-type: none"> • Ensure compliance against certification, tender and legislation requirements. • AASA policies and procedures are current and up to date.

Special Conditions

- Conduct all duties in accordance with established guidelines, policies and procedures of Alzheimer's Australia SA.
- Attend and participate in Alzheimer's Australia SA staff meetings.
- Active participation in Alzheimer's Australia SA Performance Management System.
- Assist the organisation in times of emergencies (by negotiation).
- Undertake after hours work as required (by negotiation).
- Undertake relevant and appropriate multi-functional duties as negotiated.
- Undertake interstate/intrastate travel where appropriate
- Undertake all tasks within budget parameters and constraints of a not-for-profit organisation
- Current driver's license is required.
- Current Police Clearance certificate is required for ongoing employment

CERTIFICATION

We have carefully reviewed this Position Description and are satisfied it is a full and accurate description of the requirements of the role:

LINE MANAGER:

Signature: _____

Date: _____

GENERAL MANAGER:

Signature: _____

Date: _____

I have read this document and agree to undertake the duties and responsibilities listed within. I also acknowledge this position description is only an indication of tasks and understand that I may be asked to undertake additional duties from time to time that are not detailed in this document, that are however within my skills and aligned to my role.

INCUMBANT:

Signature: _____

Date: _____