



Compliance Auditor

The Company:

McKenzie Group Consulting are a leading national Compliance, Certification and Risk Management consulting firm. Our ability to provide project focused, fully integrated compliance solutions ensures the best possible compliance and risk outcomes on our clients' projects.

The Role:

We have recently formalised our Compliance Management business unit, with a focus on essential services management and annual ESM. We are seeking a committed person in the field preferably with demonstrated experience to build, grow and influence the formalisation of this part of our business. You will have the opportunity to influence how we deliver the services and be part of growing team to deliver on the vision. It is also an opportunity to get in on the ground floor of a new business initiative within our group that will lead to exciting career opportunities for the successful candidate. The position is also available for a consultant/auditor to be developed in all aspects of this field of compliance.

The position is location non-specific and will involve interstate travel and after hours work to deliver the services. The position description below will be tailored to reflect the applicants' abilities and aspirations.

The role of the Compliance Auditor is to operate in accordance with the technical systems, operational management systems and Quality Assurance processes of McKenzie Group Consulting. The Consultant is required to ensure compliance with the legislative framework of National and State based regulation. The position also offers the successful candidate the opportunity to influence the services offering, develop systems and build a team for delivery of ongoing compliance management solutions to our clients.

The specific focus is on the Essential Services Management service delivery line but will also include wider ongoing compliance management services including due diligence, building audits, strategic asset management and commissioning management where appropriate.

There is an expectation that the successful candidate will be pivotal in the development of the business unit and also to undertake the on-site inspection and auditing work whilst being part of a growing the business unit and team. Remuneration is by negotiation.

Responsibilities:

Lead and participate in the development of the Essential Services Management service offering including:

- ✓ Development of ESM systems;
 - ✓ Identifying and assisting in growing a delivery team
 - ✓ Identification of scope and service offering
 - ✓ Set fee levels accounting for margin
- ✓ Prepare, review and issue fee proposals
- ✓ Participate in business development and related strategies as agreed.
- ✓ Undertake site inspections, auditing, contractor and client engagement and deliver appropriate reporting.
- ✓ Grow a team, train and mentor the team both initially and ongoing.
- ✓ Develop procedures and processes for implementation into the business associated with undertaking ESM activities
- ✓ Opportunity to participate in the wider service offering of due diligence, BCA Auditing and strategic asset planning as appropriate.

Competencies and Appraisal:

The incumbent must be able to demonstrate the following skills and competencies to successfully perform in this role:

- ✓ Development and management of workload and systems.
- ✓ Assist in coaching and mentoring of junior staff.
- ✓ Marketing to new clients and preserving relationships with existing client base. Growth and development of personal client contacts.
- ✓ Technical competence commensurate with the role.
- ✓ Management ability relative to own workload and systems.
- ✓ Ability to check documentation accurately and in a timely manner.
- ✓ Achieve monthly targets as set by management for job progression and invoicing.
- ✓ Manage time to effectively and efficiently accommodate client requests and internal workload delegation.
- ✓ The ability to work as a team player, working with a wide variety of personalities and situations whilst remaining professional and outcome focused.
- ✓ The ability to work independently and to communicate clearly with clients, management team, office team members, colleagues and consultants.
- ✓ Attention to detail and the ability to follow up targets and deadlines to achieve outcomes.
- ✓ Proactive initiatives to the improvement of our processes and procedures.
- ✓ Excellent abilities in priority setting and time management under pressure to achieve deadlines and commitments.
- ✓ Performance will be assessed by observation, customer feedback, feedback from work colleagues and feedback from the management team.

Salary package and company progression will be dependent on level of experience and ability. Note that your confidentiality is guaranteed. The successful candidate will be provided with the professional development and training necessary to help them forge a career.

If the above role excites you and you are keen to progress your career in a truly National highly dynamic company, then we would like to hear from you. If you are interested in this opportunity, please forward your application to **Haylee Reed** at hreed@mckenzie-group.com.au.

For any questions please do not hesitate to contact **Frank Bakker** on 07 3152 5205. For further information on McKenzie Group Consulting visit our website at www.mckenzie-group.com.au.