

## RECRUITMENT REQUEST FORM

### GENERAL INFORMATION

|  |                       |                         |
|--|-----------------------|-------------------------|
| <b>Job Title:</b> Quality Manager      | <b>Level:</b>         | <b>Location:</b> Sydney |
| <b>Reports To:</b> Operations Director | <b>Direct Reports</b> |                         |
|  | <b>Graduates</b>      |                         |
|  | <b>Operatives</b>     | Operations Director     |
|  |                       | <b>Other</b>            |

### OVERVIEW

The Quality Manager is responsible for working closely and supporting the Operations Manager in the maintenance of Quality Management System as well with the Program managers to execute and develop quality management plans and quality activities.

### RESPONSIBILITIES

- Compliance to the ISO9001 requirements and manage the compliance by the programs to quality requirements detailed in the contracts
- Management and supervision of the company audit processes in relation to the adherence to the QMS Quality Management System
- Set quality requirements for suppliers and introduce a monitoring process to understand their compliance
- Lead efficiency programs or process improvement initiatives
- Work with stakeholders in all areas of the business to make process improvements
- Work with the company functions to develop a Key Performance Indicator (KPI) regime and support the evaluation against these KPIs
- Responsible for developing and managing a process that allows the Executive Committee to make decisions based on data around compliance to the quality management system including the QMS management reviews
- Maintain and promote the use of the Quality Assurance tool (SAP QM) and the Knowledge Library (Sharepoint DMS/wiki)
- Submit detailed reports to appropriate executives

### JOB REQUIREMENTS

| Required Qualification/s  | Specialty                          | Languages      |     |                |            |               |
|---|------------------------------------|----------------|-----|----------------|------------|---------------|
| <ul style="list-style-type: none"> <li>Bachelor's degree</li> </ul> | Engineering or similar (Technical) | <b>English</b> | Yes | <b>Spanish</b> | Preferable | <b>Others</b> |

### Specific Knowledge / Experience

- Proven skills and experience working in a quality management environment
- Experience managing a quality system
- Professional auditing experience preferable.
- Ability to communicate effectively and build positive relationships at all levels of the business and clients
- Very strong interpersonal skills
- Demonstrated ability to operate autonomously using initiative, sound reasoning, listening and decision making skills
- Demonstrated ability to deliver results in a high pressure environment

### COMPETENCIES

|  |  |
|--|--|
| <b>Technical</b> <ul style="list-style-type: none"> <li>Knowledge and ability to understand and apply process audit principles (ISO).</li> <li>Quality program/project operations, to include standards &amp; measurement techniques (data analytics, Business intelligence)</li> <li>Ability to apply quality management &amp; control theories and principles to an operational environment.</li> <li>Ability to manage IT tools such as SAP, Sharepoint and Microsoft Office. Power BI, etc.</li> </ul> | <b>Behavioural</b> <ul style="list-style-type: none"> <li>Demonstrate behaviours that promote positive team morale</li> <li>Demonstrate Navantia values at all times and encourage others to do so</li> <li>Develops relationships based on trust and support</li> </ul> |
| <b>Management</b> <ul style="list-style-type: none"> <li>Demonstrated ability to manage time and output</li> <li>Ability to work independently and communicate with stakeholders</li> </ul>  | <b>Leadership</b> <ul style="list-style-type: none"> <li>Lead people to promote a positive culture that promotes high performance</li> <li>Leads change with energy and enthusiasm</li> </ul>  |
| <b>Security</b> <ul style="list-style-type: none"> <li>Ability to gain baseline as a minimum</li> </ul>  | <b>Pre-employment Medical</b> <ul style="list-style-type: none"> <li>Nil</li> </ul>  |

### APPROVED

|   |   |
|---|---|
| <b>Director HR</b><br><br><i>Date &amp; Signature</i> | <b>Managing Director</b><br><br><i>Date &amp; Signature</i> |
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