

Industry Based Learning Program

Job Description



Job Title	Quality Systems Associate	Dept	Quality
Line Manager Job Title	Quality Systems Lead	Location	Boronia

Key Responsibilities (10 bullet points maximum)

Describe the key deliverables to be achieved by the IBL and the ongoing responsibilities of the role

- Oversight, development and support for business systems such as Q forms, Veeva, Mylearning and Iron Mountain.
- Provide support to Learners and Managers locally to support their understanding of global learning requirements, learning management practices or learning systems.
- Support supplemental learning system administration based on local practice e.g. Sharepoints, Teamsites, local repositories etc.
- Participate in reviewing relevant quality systems and training related procedures.
- Responsible in conjunction with the Quality Systems Lead, to escalate all critical cGMP issues that may have a financial, product safety and/or efficacy impact to the Site Quality Head Boronia.
- Define and maintain quality compliance standards to be consistent with the elements of QMS and cGMP.
- Accountable to Investigate and document Quality data trends for Quality System master data and provide and implement improvement initiatives and targets.
- To act on behalf of the Quality Systems & Standards Lead when nominated. To also carry out tasks and duties as delegated by the Quality Systems & Standards Lead.
- Maintaining and coordination of Iron Mountain process and FORMS access

Unique selling points of the IBL role

To support the world class global manufacturing site at Boronia, by overseeing and improving quality systems processes and to meet the business' customer service levels.

Required Skills

Describe the key skills and level of proficiency required for this IBL role (please see listed suggestions)

- You must be in your penultimate/ultimate year of a Bachelor's Degree Business or Science
- Ability to work autonomously and as part of a team and demonstrate your strong interpersonal skills
- Strong passion and interest in the placement field
- Excellent written and oral communication skills
- Initiative and an eagerness to learn
- Customer focus
- High attention to detail, rigor and process
- Excellent project management, in order to manage and prioritise multiple ongoing projects
- Demonstrated ability and desire to learn
- Teamwork, ability to build and maintain relationships
- Ability to quickly build strong internal & external networks and maintain relationship
- Support change and innovation
- Strategic thinking and problem-solving skills
- Sound judgment and decision-making skills
- Time management Skills

Values	Expectations
Patient focus Transparency Respect Integrity	Courage: Decisive, Ambition, Speaking Up, Pace Accountability: Results, Clarity, Prioritisation, Ownership Development: Skills, Learning, Adaptable, Curiosity Teamwork: Aligned, Connected, Inspiring, Inclusive