

Position Description

Position Title:	Compliance Manager
Reports to:	Head of Operations and Supply Chain
Direct Reports:	None
Full/Part time:	Permanent Full Time Position
Location:	Ohinewai
Key Relationships:	<ul style="list-style-type: none"> ▪ Abodo Whanau specifically Sales, ops and production teams ▪ Key suppliers ▪ Key customers

Main Purpose (Summary)

Responsible for overseeing and managing all aspects of health, safety, quality, and compliance within our organization. The role involves developing, implementing, and maintaining comprehensive strategies and systems to ensure the highest standards of health and safety, quality control, and regulatory compliance across all operations.

What you will do (Key accountabilities and tasks)

On a day-to-day basis, the role will:

Health, Safety and Wellbeing

- Develop, implement, and continuously improve health and safety policies, procedures, and practices in alignment with WorkSafe guidelines and industry best practices.
- Conduct regular risk assessments, hazard identification, and safety inspections to mitigate potential risks and hazards in the workplace.
- Provide leadership, guidance, and support to all employees to foster a culture of safety awareness, accountability, and wellbeing.
- Coordinate and deliver effective health and safety training programs for employees at all levels.
- Investigate incidents, accidents, and near misses, and implement corrective actions to prevent recurrence.
- Collaborate with relevant stakeholders to promote employee wellbeing initiatives and programs.

Quality Management Systems

- Develop, implement, and maintain a robust quality management system (QMS) to ensure compliance with industry standards and customer requirements.
- Establish quality control procedures and performance metrics to monitor and measure product quality throughout the production process.
- Conduct regular audits and inspections to verify compliance with quality standards and identify areas for improvement.
- Lead continuous improvement initiatives to enhance product quality, efficiency, and customer satisfaction.
- Provide training and support to employees on quality management principles and practices.

Compliance Programs

- Ensure compliance with regulatory requirements set forth by the Ministry of Primary Industries, Code Mark, and Forest Stewardship Council (FSC).



- Develop, implement, and maintain compliance programs and procedures to meet regulatory standards and certification requirements.
- Monitor changes in regulations and standards and update policies and procedures accordingly.
- Prepare and submit necessary documentation and reports for regulatory agencies and certification bodies.
- Coordinate internal and external audits to assess compliance performance and address any non-conformities.

What you will bring – (Technical and role related experience)

- Bachelor's degree in Occupational Health and Safety, Quality Management, Environmental Science, or related field.
- Proven experience (5+ years) in health, safety, quality, and compliance management roles, preferably within the timber or manufacturing industry.
- In-depth knowledge of health and safety regulations, quality management systems, and compliance standards.
- Strong leadership abilities with excellent communication, interpersonal, and problem-solving skills.
- Demonstrated ability to develop and implement effective strategies, policies, and procedures.
- Experience in conducting audits, inspections, and incident investigations.
- Relevant certifications (e.g. ISO 9001) preferred.

What you will be valued for – (Core competencies)

These are skills and behaviours that are important for success in this role.

Customer Focus: Timely and accurate processing of transactions to support better customer experience.

Instills Trust: Follows through on commitments. Is seen as direct and truthful. Keeps confidences. Practices what he/she preaches. Shows consistency between words and actions.

Interpersonal Savvy: Relates comfortably with people across levels, functions, culture and geography. Acts with diplomacy and tact. Builds rapport in an open, friendly and accepting way. Builds constructive relationships with people both similar and different to self. Picks up on interpersonal and group dynamics

Plans and Aligns: Planning and prioritizing work to meet commitments aligned with organizational goals

Decision quality: Making good and timely decisions that keep the organization moving forward

What is important to us - (Our Values)

Our Values are about why and how we do things and how they form the foundation of our culture.

It Will Be OK

We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

Customer Spotlight

Our entire team recognises the importance of customers. We manage their expectations to see them exceeded

Solid Bond

Like a perfectly formed finger joint we will work together to get a better result. We are a family and we treat each other with respect

Future Thinkers

We will actively seek to provide solutions to our customers problems and our own internal problems with a spirit of innovation

Walking the Talk

We don't just supply sustainable products. We will bring sustainability into the way we work and where we work

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.



PD Created:	Tendai Masamba	PD Last updated:	02/04/2024
Manager: (Signature)		Position Holder: (Signature)	
Updated by:	Tendai Masamba		

