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Accreditation Specialist

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Company: Nata Authorised Representative

Location: Australia

Category: other-general

The National Association of Testing Authorities, Australia (NATA) is Australia's national accreditation body which provides independent assurance of the technical competence and integrity of organisations for clients who require confidence in the delivery of their products and services.

We are seeking to appoint two full-time Accreditation Specialists in our Sydney and/or Melbourne office.

About the role Accreditation Specialists work with a team of professional people engaged in the assessment of laboratories conducting testing against criteria based on ISO/IEC 17025. You will initially be trained in the assessment of laboratories within our Life Science sector, with the future expectation of being upskilled in other areas.

You will be responsible for managing client relationships, organising and leading assessment teams and developing a strong understanding of accreditation criteria. You will be conducting on-site assessments at client facilities with the support of technical experts. Duties also include the preparation of technical reports, follow-up of matters arising from assessments and provision of advice to technical experts, clients and the public on NATA's policies and technical requirements.

Intrastate and interstate travel will be necessary.

Skills and experience We seek professionals holding a degree in Engineering or Science or a technology-related discipline, having relevant post graduate professional experience. To be successful in this role, you will be computer literate, self-motivated, well organised and a logical thinker, with highly developed interpersonal skills, oral and written communications

skills. A sound knowledge of the principles of quality management, quality assurance and the ability to interact with people at a professional level is required. The ability to work unsupervised and manage multiple projects, having simultaneous tasks and due dates is essential. Previous auditing experience would be highly desirable, although training will be provided.

About NATA NATA is a membership based not for profit organisation and has been contributing to the quality of the nation's technical infrastructure and servicing its members for over 70 years since 1947. NATA undertakes accreditation activities that ensure Australian conformance assessment organisations, including laboratories, inspection bodies, calibration services, producers of certified reference materials and proficiency testing scheme providers, have technical competence to carry out specified tasks in accordance with relevant international and Australian standards. NATA's work increases community confidence and trust in the services offered by accredited facilities, mitigates risk, improves tendering success, and facilitates trade.

NATA has approximately 200 staff nationwide with its head office in Sydney and has State offices in mainland State capital cities. A unique feature of NATA's business model is the 3,000 strong volunteers who contribute their deep technical knowledge, highly developed skills, and extensive industry experience to NATA's causes in their respective role as Technical Experts, Committee members, and directors on NATA's Board.

Salary and Conditions The salary on commencement is equivalent to a total remuneration package of \$115,255 per annum. NATA operates a superannuation scheme and offers normal conditions of leave and other benefits. You must have a current driver's licence and Permanent Australian Residency is a pre-requisite for this position. For further details please contact NATA's HR department on (email protected) .

Interested applicants must provide a full curriculum vitae, including the names of three referees and a covering letter addressing the skills and experience in this advertisement and how this will benefit the Accreditation Specialist role by 18 April 2024 to the following email address:

It is anticipated that the successful applicants will commence in May 2024

NATA is an equal opportunity employer.

Website:

Your application will include the following questions:

Which of the following statements best describes your right to work in Australia?

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