



Position Description of ARAC Quality Manager

1. POSITION DETAILS

Position title:	ARAC Quality Manager
Reports to:	ARAC Chair
Deputy:	ARAC Secretary
Position term:	Three years

2. INTRODUCTION

The ARAC Quality Manager is appointed by the Executive Committee. The initial term of appointment is three years., which may be renewed for a further period at the discretion of the ARAC Executive Committee.

The ARAC Quality Manager reports to the ARAC Chair and shall work closely and cooperatively with the ARAC Executive Committee in fulfilling his/her responsibilities. At the discretion of the ARAC Chair, the ARAC Quality Manager may attend ARAC Executive Committee meetings, or parts thereof.

3. ROLES AND RESPONSIBILITIES

The ARAC Quality Manager has responsibility for the following:

- a) In conjunction with the ARAC Executive Committee, ensure and verify that the quality system is established, implemented and maintained in accordance with the ARAC Constitution and Management System Manual;

Note 1: This will primarily involve (but not necessarily restricted to overseeing and being responsible for the overall operation and implementation of the management system, and ensuring the management system as set out in the ARAC Management System Manual is:

- *Designed to meet ARAC objectives;*
- *Maintained up-to-date;*
- *Appropriately implemented.*

- b) In conjunction with the ARAC Chair, coordinate the annual management review of the quality system, and ensure that it is conducted in accordance with the requirements of the ARAC Management System Manual.

- c) In conjunction with the ARAC Secretariat, coordinate the management of complaints and appeals in accordance the requirements of the ARAC Management System Manual. This will include correspondence with the complainant/appellant throughout the process;

Note: Appeals to the ARAC MLA Group against MLAG decisions relating to MLA signatory decisions are managed by the ARAC MLA Group Chair

- d) Coordinate that appropriate actions are taken and recorded in order to improve the operation of the quality system, including Corrective Action Requests;
- e) In conjunction with the ARAC Secretariat, oversee the updating and maintenance of the ARAC controlled documents and documented procedures in accordance with requirements of the ARAC Management System Manual;
- f) In conjunction with the ARAC Secretariat, manage the implementation of the ARAC internal audit programme in accordance with requirements of the ARAC Management System Manual. This will include:
- Establish the frequency and scope of internal audit programme;
 - Review internal audit reports and propose actions to be taken on findings for consideration by the ARAC Executive Committee;
 - Oversee and record the closing of findings (Corrective Action Requests and other findings as appropriate) and report the same to the internal auditor and ARAC Executive Committee;
- g) On behalf of the ARAC Executive Committee, report annually to the ARAC General Assembly on the performance of the ARAC management system.