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| Job Title: | Quality and Compliance Co-Ordinator |
| Reporting to: | Team Leader - Design |
| Job Holder: | |
| Location: | Mulgrave Office |
| Effective Date: | September 2025 |



OVERALL PURPOSE OF THIS POSITION:

The Quality and Compliance Co-Ordinator is responsible for overseeing the design and development of electrical designs, ensuring compliance with standards and delivering high-quality solutions. A key focus is quality assurance of team outputs to maintain accuracy, efficiency, and client satisfaction.

PRINCIPAL ACCOUNTABILITIES:

- ✚ Support the design, development, and implementation of electrical designs for projects.
- ✚ Manage multiple high-level projects, ensuring timely and on-budget delivery.
- ✚ Support the preparation of detailed design drawings, documentation, material specifications and scope of works using CAD tools and utility-specific tools.
- ✚ Conduct quality assurance reviews of all team outputs prior to submission, ensuring compliance and consistency with local, state and national electrical codes and standards
- ✚ Support onboarding and upskilling of new technical staff and junior designers, ensuring alignment with design standards and tools
- ✚ Collaborate with project managers, clients, contractors, and team members, providing technical advice and ensuring design integration
- ✚ Act as a key liaison, as directed, for external audits or authority reviews, providing documentation, clarifications and technical responses.
- ✚ Support the development and upkeep of internal design standards, templates, checklists and technical reference libraries
- ✚ Track and report on QA metrics, trends and issues to support performance management and identify training opportunities
- ✚ Evaluate and assist with the implementation of new design tools and/or software to improve QA efficiency and output quality
- ✚ Any other tasks or projects as directed by your manager.

SKILLS & QUALIFICATIONS:

- ✚ Degree in Electrical Engineering or a relevant field (desirable).
- ✚ Professional Engineer (PE) license or other relevant certifications (desirable).
- ✚ Current Victorian Driver's Licence.
- ✚ Minimum 5 years' experience in electrical design, including URD and OH systems.
- ✚ Strong knowledge in UG/OH Electrical design and compliance processes.
- ✚ Demonstrated experience in quality assurance, design reviews and process improvement initiatives
- ✚ Demonstrated experience fostering client and stakeholder relationships.
- ✚ Proven ability to manage complex projects with competing deadlines.
- ✚ Strong knowledge of Victorian electrical industry standards and SOC/PCN processes
- ✚ Excellent communication, leadership, mentoring, organisational, and interpersonal skills.
- ✚ High level of accuracy and attention to detail in technical documentation and QA processes
- ✚ Proficiency in MS Word, MS Excel and Wrike
- ✚ Proficiency in CAD software (AutoCAD, Revit) and utility design tools.

PEOPLE & DEVELOPMENT:

- ✚ Participate in goal setting and annual performance reviews with your Manager.
- ✚ Comply with all relevant policies and procedures.
- ✚ Participate in all training and development as directed by your Manager.

MISSION, VISION & VALUES:

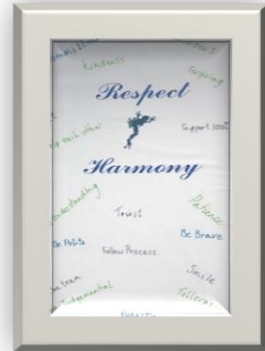
Mission Statement

Blue Frog Design’s mission is to be respectful towards one another working in harmony to be the best and the most effective collaborative and communicative Electrical and Communications consultancy firm in Australia.

Vision Statement

Our aim is to be recognised for:

- ✚ High quality designs and compliance services
- ✚ Completion of provision of high projects on time and budget
- ✚ Providing high level of duty of care
- ✚ Efficient practices and processes that are collaborative
- ✚ Loving our work



Values

In late 2018 Blue Frog Design conducted an internal workshop to establish Respect and Harmony. The poster below illustrates the words put together by its employees at the time.

HEALTH & SAFETY:

All employees must carry the primary responsibility to ensure that the work they undertake or supervise is carried out safely and complies with all environmental, health and safety policies and procedures. Employees must play their roles as stated in Occupational Safety and Health Act 2004 – Section 25 (c) - Duties of employees. This position is required to adhere to W/OHS rules as documented by the company and actively support the “Safety culture”. This includes things such as wearing PPE at all times within the designated areas and actively identifying & reporting all Physical, Environmental and Psychosocial hazards.

Organisation Chart



ACKNOWLEDGEMENT

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

I certify that I have read, understood and accept the duties, responsibilities, expected behaviours, and obligations of my position. I confirm that I have the skills and capability to safely and competently carry out this role.

Job Holder: _____

Date: _____

Direct Manager: _____

Date: _____