



Careers in manufacturing: competitive systems and practices

Overview

This information sheet covers the following specialist occupations within the manufacturing sector:

- Quality assurance manager
- Management and organisation analysts.
- Vocational Graduate Certificate in Competitive Systems and Practices
- Vocational Graduate Diploma of Competitive Systems and Practices

Quality assurance manager

Quality assurance managers plan, organise, direct, control and coordinate the deployment of quality systems and certification processes within an organisation.

Quality assurance officers examine all types of manufactured products to make sure they meet product specifications and standards of presentation and quality.

Quality assurance officers may:

- study product specifications
- sample products to determine whether they meet specifications and quality standards, and take corrective action if necessary
- analyse quality assurance data and make recommendations for improvement
- communicate with production workers
- develop systems that promote quality
- train and assist operators to carry out their quality control functions
- check details of assemblies
- compile reports.

Relevant qualifications:

- Advanced Diploma of Competitive Systems and Practices

Management and organisation analyst

Management and organisation analysts assist organisations to achieve greater efficiency and solve organisational problems, and study organisational structures, methods, systems and procedures.

Management and organisation analysts may:

- assist and encourage the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of organisations' resources
- discuss business and organisational shortcomings with clients
- analyse and evaluate current systems and structures
- discuss current systems with staff and observe systems at all levels of organisation
- direct clients towards more efficient organisation and develop solutions to organisational problems

Competitive systems and practices

- undertake and review work studies by analysing existing and proposed methods and procedures, such as administrative and clerical procedures
- record and analyse organisations' work flow charts, records, reports, manuals and job descriptions
- prepare and recommend proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organisational problems
- assist in implementing approved recommendations, issue revised instructions and procedure manuals, and draft other documentation
- review operating procedures and advise of departures from procedures and standards.

Relevant qualifications:

- Advanced Diploma of Competitive Systems and Practices
- Vocational Graduate Certificate in Competitive Systems and Practices
- Vocational Graduate Diploma of Competitive Systems and Practices
- Degree.

More information:

www.sustainabilityskills.net.au

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