

CS82 Quality Systems and Traceability Coordinator

1. Job role

TCF sub-sector	Cross sector
Job role	CS82 Quality Systems and Traceability Coordinator
Job role description	Manages quality systems and traceability processes across TCF manufacturing operations to ensure product integrity, compliance and full supply chain visibility. In the Australian TCF industry, the Quality System and Traceability Coordinator is responsible for implementing and maintaining quality management systems, tracking materials and products through all stages of production, and ensuring compliance with regulatory, customer and certification requirements. The role works closely with production, supply chain, laboratory, and external stakeholders to ensure accurate data capture, traceability and continuous improvement in quality performance.
Performance expectations	• Maintaining effective quality management systems • Ensuring full traceability of materials and products • Supporting compliance with standards and certifications • Monitoring and reporting quality performance metrics • Managing documentation and audit readiness • Minimising quality defects and non-conformances • Supporting continuous improvement initiatives • Ensuring accurate data integrity and system use
Specialisation	Quality management systems (ISO), product traceability, compliance auditing, digital tracking systems, supply chain transparency
Application in other TCF sectors	• Food and agricultural traceability systems • Pharmaceutical and medical manufacturing • Automotive and advanced manufacturing • Logistics and supply chain compliance • Any regulated production environment

2. Key tasks and critical work functions

Key tasks	• Maintaining quality management systems and procedures • Tracking materials and products across production stages • Managing traceability records and databases • Supporting internal and external audits • Monitoring quality metrics and reporting trends • Investigating non-conformances and corrective actions • Liaising with production, QA and supply chain teams • Ensuring compliance with standards and certifications
Critical work functions	• Ensuring full traceability from raw material to finished product • Maintaining compliance with regulatory and customer requirements • Supporting quality assurance and continuous improvement • Preventing and managing quality risks • Ensuring accuracy and integrity of data systems • Supporting audit readiness and certification processes • Enabling transparency across supply chains

3. Technical skills

Quality systems	Managing ISO and quality frameworks
Traceability systems	Tracking materials and products
Data management	Maintaining accurate records and databases
Compliance	Understanding regulatory and certification requirements
Audit support	Preparing for and supporting audits
ERP systems	Using enterprise systems for tracking
Root cause analysis	Investigating non-conformances
Documentation	Maintaining procedures and records

4. Generic Skills

Attention to detail	Ensuring data accuracy and compliance
Analytical thinking	Interpreting quality and traceability data
Problem solving	Addressing non-conformances
Communication	Working across departments and stakeholders

Organisation	Managing complex records and systems
Teamwork	Collaborating across production and QA teams
Integrity	Maintaining reliable and transparent records

5. Emerging skills

Emerging skills	• Blockchain and advanced traceability technologies • Integration with digital supply chain systems • Data analytics for quality improvement • ESG and sustainability traceability requirements • Automation in quality monitoring systems • Cybersecurity for data integrity
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6. VET Qualifications and Skill Sets

Entry-level preparation	MSS40122 Certificate IV in Sustainable Operations or equivalent
Advanced development	MSS50122 Diploma of Sustainable Operations or equivalent

7. Job progression

Possible job progression	Quality or Admin Role → Quality System and Traceability Coordinator → Senior Coordinator → Quality Manager → Compliance or Operations Manager
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8. Classification

Australian Qualifications Framework	Level 4-6
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3
Open Source Classification of Occupations for Australia (OSCA)	Quality Assurance Coordinator / Traceability Specialist



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