

CS82 Quality Systems and Traceability Coordinator

Disclaimer

These Occupational Frameworks and Skill Profiles have been developed as workforce planning, occupational mapping and skills reference resources for the Australian textile, clothing and footwear (TCF) industry. They are intended to describe the typical functions, responsibilities, skills and capabilities associated with occupations across the industry.

These documents are not intended to replace or override industrial instruments or employment arrangements, including awards, enterprise agreements, employment contracts, position descriptions, classification structures, licensing or regulatory requirements, or other statutory obligations. Where differences arise, the relevant industrial, legislative or regulatory requirements take precedence. The Skill Profiles should be used as complementary reference documents to support workforce planning, career development, training and skills recognition.

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.
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	• Data analytics for quality improvement. • Environmental, Social and Governance (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 1.
Open Source Classification of Occupations for Australia (OSCA)	111631 Quality Assurance Manager.



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