


EHS AUDITOR POSITION DESCRIPTION

Position	EHS Auditor
Location	This role is based in Sydney. This role will also require the employee to travel to project sites throughout NSW and potentially interstate for audits and site inspections.
Reporting Lines	The EHS Auditor will report to the Risk, Audit and Compliance Practice Lead.
Purpose	EHS Auditors at WolfPeak deliver high quality audits and develop systems for our clients which help them to improve performance and environmental and safety outcomes on projects. They carry out site inspections and interviews, technical analysis, and reporting while developing expertise and strengthening client relationships. This role is foundational to WolfPeak's project delivery and reputation — supporting high-quality outcomes through collaboration, continuous learning, and professionalism.
Core Responsibilities	<p>These responsibilities describe the day-to-day expectations of the role. They include key deliverables across project work, collaboration, client engagement, and internal contribution.</p> <p>Project Delivery and Quality</p> <ul style="list-style-type: none"> • Conduct audit planning, consultation, site inspections and interviews and document and records review to support audit findings • Complete audits in accordance with the technical requirements and relevant standards and guidelines • Analyse findings and prepare accurate audit reports • Apply internal systems and templates to ensure consistent, high-quality outputs <p>Client and Team Engagement</p> <ul style="list-style-type: none"> • Communicate professionally with clients, colleagues, and stakeholders • Develop and maintain a professional profile with key clients and the environmental and safety community generally • Contribute to proposal development and project coordination activities • Support team collaboration, knowledge sharing, and cross-project delivery <p>Technical Development</p>

	<ul style="list-style-type: none"> • Stay up to date with relevant legislation, guidelines and standards, tools, and industry practices • Maintain necessary auditor certifications to Lead Auditor Level or be eligible to attain this level • Seek feedback and development opportunities to build technical depth • Demonstrate attention to detail and high standards in technical work and reports
Key Skills and Attributes	<p>This section defines the typical background, technical skills, and industry understanding required to succeed in the role. It reflects both formal qualifications and on-the-job experience.</p> <ul style="list-style-type: none"> • Bachelor's degree in Engineering, Environmental Science, Science or a related field • Exemplar Global certified Principal or Lead Auditor • Working knowledge and understanding of NSW environment and planning laws, guidelines and policies • Over 5 years of experience in the infrastructure, manufacturing, development or mining sectors • Excellent written and oral communication skills combined with top-notch analytical skills • Ability to clearly confidently and clearly communicate and present audit findings and recommendations and to clients • Appetite for continuing development of skills and expanding knowledge and experience <p>Desirable Skills</p> <ul style="list-style-type: none"> • Experience with environmental management systems development • Experience undertaking safety audits • Knowledge of WHS Regulations and WHS Management Systems e.g. ISO 45001 Standard • HSEQ management systems development • Proficient user of Microsoft Office Suite in particular Word and Excel • Seeking professional development to advance into audit leadership roles
Attitudes and Mindsets	<p>This section outlines the qualities, behaviours, and mindset that support success in the role. It includes how the individual shows up, engages with others, and contributes to team culture.</p> <ul style="list-style-type: none"> • Curious and motivated to learn • Reliable, accountable, and thorough • Problem solving mindset

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- Positive, collaborative, and team-oriented
 - Client-focused and adaptable
 - Professional and respectful in all communications
 - Seeks and applies feedback to improve