

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Compliance Support Officer
<b>LOCATION:</b>	Southport
<b>REPORTING TO:</b>	Group Compliance Manager
<b>DEPARTMENT:</b>	Corporate Services

### PURPOSE STATEMENT

To support The Groups values and culture of continuous improvement by providing independent compliance support to the programs. The Compliance team works closely with the Quality arm of the HSQ team to approach internal monitoring holistically.

### OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

### OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

### OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

### REPORTING

This position reports to Group Compliance Manager – Corporate Services.

## PRIMARY DUTIES

- Undertake regular and targeted monitoring activities per internal audit schedule.
- Recognise and provide program management with recommendations of changes to procedures or practices based on audit results and report significant breaches to the GCM immediately.
- Carry out regular fraud prevention activities to support the commitments outlined in the Fraud Prevention Procedure.
- Support The Group programs by reviewing and/or responding to planned and targeted monitoring by the Department/s.
- Interpret and provide advice on Commonwealth and State/Territory government administrative and legislative requirements and guidelines.
- Actively participate in the development of strategies and procedures to respond to changing government policy guidelines.
- Participate, contribute and support special projects as requested.
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety national Principles and TBG's Child Safety policies and procedure.
- Any other tasks assigned which may be reasonable requested from time to time, which contribute to the success of the organisation.

## KNOWLEDGE, SKILLS & EXPERIENCE

- Self-motivated with a demonstrated enthusiastic approach to day-to-day business operations;
- Understanding of the application of legislation and it's relevant acts;
- Demonstrated ability to interpret and apply complex guidelines, administrative procedures and contractual and statutory requirements;
- Highly detail oriented, ensuring accurate inputting of information;
- Strong organisational skills and time management skills;
- Excellent communication skills and an approachable demeanour;
- Positive approach to a continual changing work environment;
- Strong client focus and desire to be a part of a service organization;
- Ability to operate in a highly ethical manner in accordance with Australian and State Government contractual requirements, client expectations of high standards and BUSY's high quality and performance oriented culture.

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_