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Policy and Compliance Manager

Key Position Information	
Job Title	Policy and Compliance Manager
Business Unit	Corporate Services
Location	Sydney, NSW
Reports to	Director, Corporate Services
Status	Fixed Term, Full Time (35 hours / week)
Salary	SCHADS Level 4 plus superannuation (not-for-profit salary packaging available)
Financial Delegation	Nil
Direct Reports	Nil

About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), is a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them

- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

Role Purpose

The Policy and Compliance Manager will oversee the development, implementation, and management of AbSec’s policies and compliance programs to ensure appropriate systems of corporate governance are operating effectively and in line with relevant legislation and regulations. Working closely with the Corporate Services team and various stakeholders, the Policy and Compliance Manager will promote a culture of risk management, compliance and ethical behaviour in line with AbSec’s principles.

Position Requirements

- Completion or progress towards an appropriate tertiary qualification in governance, business administration, risk or compliance management, or similar.
- Minimum of two years’ experience in a compliance or regulatory role including management experience.

Function	Accountabilities
Strategic	<ul style="list-style-type: none"> ▪ Establish and maintain overarching policies that guide AbSec’s compliance efforts. ▪ Lead and advise on best practice in corporate governance and compliance. ▪ Assist in championing the corporate governance framework to safeguard AbSec’s organisational integrity and ensure regulatory compliance. ▪ Have an in-depth knowledge of the strategic and operational position of AbSec and its work.
Operational	<ul style="list-style-type: none"> ▪ Ensure policies and procedures are effectively communicated and implemented across AbSec in collaboration with managers, as required. ▪ Monitor compliance with policies and procedures on an ongoing basis. ▪ Conduct regular compliance audits and assessments to identify and address potential issues. ▪ Track and report on compliance performance and incidents and develop corrective actions plans to address identified issues. ▪ Assist in the identification of emerging issues and risks to develop a coordinated response. ▪ Assist in the development and delivery compliance training programs and ensure ongoing training on any new regulations and compliance requirements. ▪ Maintain an appropriate contract management system. ▪ Maintain comprehensive documentation of all compliance-related activities, policies and procedures ensuring documentation is accessible and up-to-date. ▪ Provide support and guidance to departments on compliance matters. ▪ Prepare regular compliance reports to the Executive Leadership Team and Board.
Organisation Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with managers and team members to achieve AbSec’s project objectives. ▪ Consistently acts in accordance with AbSec’s values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. ▪ Comply with AbSec Policies and Procedures.

	<ul style="list-style-type: none"> ▪ Participate in organisational and professional development activities as directed. ▪ Undertake other duties within the scope of this role, as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer, Director, Corporate Services, Corporate Services team and Managers. ▪ All staff to ensure robust input into activities.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Completion or progress towards an appropriate tertiary qualification in governance, business administration, risk or compliance management, or similar.
- Minimum of two years' experience in a compliance or regulatory role including management experience.
- Applied knowledge and understanding of best practice in corporate governance and compliance to promote a culture of compliance and ethics.
- Practical knowledge of risk and compliance principles and frameworks.
- Demonstrated experience in workplace policy development, review and implementation.
- Demonstrated experience in developing and delivering compliance training programs.
- Experience in auditing control systems.
- Strong interpersonal and communication skills with the ability to develop and maintain effective relationships with a diverse range of stakeholders.
- Strong administration, organisation and time management skills with the ability to complete concurrent tasks.
- Demonstrated high attention to detail in producing high-quality documents, such as policies, procedures, reports and risk assessments.
- Demonstrated commitment to continuous improvement.

The following are desirable:

- Aboriginality and/or understanding of the importance of cultural connections for Aboriginal children, young people, families, and communities.
- Understanding of the NSW child protection system.
- Previous not-for-profit experience.

Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.