**JOB DESCRIPTION**

Compliance **Lead**

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, mental health, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. Uniting is a Child Safe Organisation committed to promoting the safety, wellbeing and inclusion of children and young people. We also celebrate the diversity of ability, age, ethnicity, faith, sexual orientation, intersex variation or gender identity and always welcome everyone exactly as they are.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

This role is responsible for ensuring Uniting’s Compliance Framework is embedded across the organisation; supporting stakeholders across Uniting to develop, maintain and uplift their approach to compliance management; and providing compliance assurance activities.

# ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Customer, Risk and Governance Directorate by:

* Working with subject matter experts from across Uniting to understand and respond to the implications of regulatory change.
* Working closely with the leadership team of the Customer, Risk and Governance Directorate to translate business and strategic objectives into targets, tactical plans and action steps which team members across the organisation can effectively implement.
* Actively contributing to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Compliance Lead, your role specifically will:

* Establish update and maintain an enterprise-wide compliance management system, consistent with relevant standards.
* Embed relevant compliance framework components together with guidance and tools to alleviate risks related to non-compliance.
* Review, update and implement annual compliance attestation processes.
* Develop standardised processes and procedures that enable relevant compliance owners across the organisation to understand and comply with relevant regulatory and contractual obligations, standards and policies, taking a practical approach to risk-based decisions.
* Deliver sound advice, training and general support to stakeholders on compliance-related concerns.
* Develop, maintain and uplift compliance programs for key compliance risk areas.
* Develop a standardised approach to reporting and escalating compliance incidents and breaches.
* Have ownership of compliance reporting to Executive and Board.
* Design and provide compliance training for Executive and Board.
* Drive improvements to the maturity of the compliance and risk culture within the organisation.
* Work closely with other parts of the Customer, Risk & Governance Directorate including the Legal, Quality and Service Improvement and Internal Audit functions, to provide seamless compliance support and oversight to the organisation.
* Keep up to date with key legislation and manage the implementation of regulatory change across a complex environment.

# ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your directorate:**  Customer, Risk & Governance

**You’ll report to: Director Customer Risk and Governance**

# YOUR KEY CAPABILITIES

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| Capability area | Description | Key behaviours |
| Lead the movement | Inspires others through our shared purpose and by living our values. | 1. Lives our values 2. Creates meaning and purpose 3. Inspires others |
| Encourage the heart | Creates a workplace where all people can flourish. | 1. Champions wellbeing 2. Builds trust 3. Empowers others |
| Foster a growth mindset | Creates a culture of curiosity and learning, where it is safe to try new things. | 1. Grows through setbacks 2. Builds a feedback friendly culture 3. Values diverse perspectives |
| Eyes up | Supports an innovative organisation that partners with others. | 1. Sees the broader system 2. Nurtures innovation 3. Works inclusively |
| Responsible stewardship | Make decisions to prioritise and invest resources to achieve our Uniting strategy and manage risk. | 1. Manage resources effectively 2. Manage risk 3. Financial planning and performance |
| Operational planning and delivery | Aligns team efforts to ensure quality outcomes. | 1. Plan and prioritise work 2. Manage change 3. Deliver outcomes |
| People management | Engages and grows our people to deliver on our strategy. | 1. Manage performance 2. Enables development 3. Build team connectedness |
| Practice leadership | Strengthens the quality and sustainability of the services we provide. | 1. Practice continuous improvement 2. Manage compliance 3. Create value for customers and clients |

# YOUR QUALIFICATIONS & EXPERIENCE

**Qualifications:**

Bachelor qualification in law, business or related discipline, or equivalent experience

**Skills and Experience:**

* At least 8 years’ experience in a large complex organisation, ideally within a Line 2 compliance function
* Demonstrated experience developing and implementing compliance management systems within a large organisation.
* Expert understanding of compliance frameworks, including design and implementation.
* Experience in interpreting and applying legislation, standards and contractual obligations
* Experience working with external regulators
* Passion for social change and creating an organisation of influence for the most disadvantaged
* A track record of working with a diverse group of stakeholders and effectively partnering internally to embed learning and practice improvement.
* Skilled at navigating a complex organisation, forging relationships, and managing through influence.
* Proven track record of effective stakeholder management, including with Executive and Board, with the ability to influence outcomes.
* Excellent written and verbal communication skills and ability to communicate effectively across all levels of the organisation.

**Even better:**

* Experience in a relevant human services sector and/or experience in NFP or Government

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| **Employee Name:** |  | **Managers Name:**  **Title** |  |
| **Date:** |  | **Date:** |  |
| **Signature:** |  | **Signature:** |  |