

POSITION DESCRIPTION

| 1. POSITION DETAILS | | | |
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| Position Title | Compliance Coordinator | Designation & Classification Level | Level 7 |
| Position No | | Division | Corporate Services and Sustainability |
| Business Unit | Corporate Compliance | Reports To | Manager Corporate Compliance |
| Location | Katherine | Date Created | July 2025 |
| 2. POSITION CONTEXT | | | |
| Position Summary / Purpose | <p>The Compliance Coordinator is responsible for conducting auditing and reviewing a range of the Council's operational matters to ensure compliance with applicable law and corporate obligations.</p> <p>The Compliance Coordinator further provides assistance to the Manager Corporate Compliance with Policy and Administration documents' application and maintenance, and assists with the administration of the Corporate Information System.</p> <p>The Compliance Coordinator provides close scrutiny of Council's activities including governance, corporate and procurement to ensure the strict compliance with policy requirements, applicable directives, rules and protocols, documentary evidence thereof.</p> <p>The Compliance Coordinator assists the Manager Corporate Compliance to ensure that Council's activities are compliant with applicable requirements by way of active and passive compliance activities including but not limited to providing guidance and training to staff, the development, review, and maintenance of documentation, and the ongoing review of associated records management.</p> <p>The Compliance Coordinator further provides accurate and timely review of the efficacy Council's procurement processes, and provides associated administrative support to the Manager Corporate Compliance as pertaining to the same. This requires the close and persistent monitoring of procurement activity for erroneous application by staff, reviewing and maintaining applicable corporate processes and documents, and providing assistance to staff in relation to the same.</p> <p>The Compliance Coordinator assists the Manager Corporate Compliance with Regulatory Compliance and Freedom of Information matters as required.</p> <p>The Compliance Coordinator is also responsible for undertaking research and assistance relating to corporate plans and policies and providing assistance to other members in the Corporate Compliance Unit during peak workloads.</p> | | |
| 3. KEY RESPONSIBILITIES | | | |
| 1. Service Delivery, Planning and Monitoring | | | |
| <ul style="list-style-type: none"> • Coordinate the day to day and long-term processes of Council so as to ensure compliance with applicable law, guidelines, policies, procedures and protocols as applicable to local government; • Review and scrutinise undertakings of Council so as to ensure compliance requirements as applicable to the same are met; • Process and facilitate staff requests for assistance and guidance on meeting compliance obligations arising out of applicable law and Council's policy and administrative instruments; • Actively provide training and guidance to staff on corporate compliance and procurement obligations as applicable to their positions; • Undertake audit/review of Council's activities, processes and associated documents as required by Manager Corporate Compliance; • Undertake audit/review of Council's procurement activities, processes and associated documents as required by Manager Corporate Compliance; • Manage competing deadlines and balance priorities under pressure with efficiency and professionalism. • Perform other tasks or duties as directed by the Manager Corporate Compliance which are within the limits of the employee's skill, competence and training; and | | | |

- Coordinate internal and external compliance activities;
- Conduct audits, reviews and other checks to ascertain how well the Council is complying with external and internal obligations;
- Document findings to demonstrate compliance with applicable law, contracts and policies.
- Communicate compliance findings to work units and contribute to the development of remedial action plans when the level of compliance is not adequate;
- Actively participate on preparing Council's Strategic Plan, Regional Plan, Operational Plans, Annual Report and any other documents as required;
- Update and maintain records and registers;
- Assist with policy and corporate document implementation, review, and development as required and requested by the Manager Corporate Compliance;
- Prepare and draft internal operational forms as required and requested by the Manager Corporate Compliance;
- Perform compliance audit for website, Regional Plan, Annual Report, Registers, Policies and others as requested;
- Support the Manager Corporate Compliance to implement and maintain policies, directives, and other corporate documents;
- Support the Manager Corporate Compliance in the implementation of Council's regulatory compliance as required;
- Occasional travel to remote communities necessitating overnight stays may be required.

2. Organisational Sustainability

- Provide accurate and timely administrative assistance to Manager Corporate Compliance in a high-volume environment with strict confidentiality requirements;
- Assist the Manager Corporate Compliance with the review and development of processes and documentation as applicable to Council's corporate compliance requirements;
- Assist the Manager Corporate Compliance with the review and development of processes and documentation as applicable to Council's procurement activity requirements;
- Assist the Manager Corporate Compliance to ensure that Council's legal and operational requirements pertaining to corporate compliance including procurement are met and accurately reported to the General Manager Corporate Services and Sustainability and Chief Executive Officer;
- Assist Manager Corporate Compliance with compiling and managing Briefs of Evidence, Ministerials, and other critical corporate documents;
- Explain information and concepts as applicable to corporate and regulatory compliance to senior and junior staff in a concise and professional manner;
- Contribute to a positive team environment;
- Maintain a high degree of confidentiality; and
- Provide a high level of customer service.

3. Quality and Continuous Improvement

- Ensure accuracy and integrity of the documentary evidence of Council's corporate and regulatory compliance within the EDRMS;
- Assist staff with advice, support and training pertaining to the corporate compliance, procurement and associated requirements, and their associated compliance responsibilities; and
- Ensure that compliant, effective and accurate audit trails and chains of evidence / custody for individual and group procurement activities are in place and function as required.

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Qualifications in field of Public (Government) Administration / Law Enforcement / Investigations (or equivalent) at Certificate IV level or higher;
2. Proficient computer skills including a high-level user experience with Microsoft Office and previous use of a records management database.
3. Demonstrated ability to interpret legislation, ministerial guidelines, policy and processes;
4. Demonstrated knowledge of local government policies and strategies relating to Council governance and corporate compliance.
5. Demonstrated commitment to professional and personal integrity and concern for public interest
6. Demonstrated ability to handle sensitive and confidential information in a manner consistent with the *Information Act 2002* and *Privacy Act 1988* (Cth)
7. Previous experience in a compliance monitoring, enforcement, quality assessment or similar role.
8. Demonstrated ability to undertake research and investigations.
9. Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan in a time critical environment.
10. Developed interpersonal skills with demonstrated ability to communicate and effectively work in a cross-cultural environment;
11. Demonstrated ability to provide effective training and guidance in a cross-cultural environment, across varying levels of computer literacy and English language proficiency;
12. Highly developed time management and planning skills - ability to establish priorities and to plan, coordinate and monitor own workloads;
13. Use initiative and problem-solving techniques to ensure tasks are carried out efficiently and effectively; and
14. Able to meet the inherent requirements of the position both physically and mentally.

DESIRABLE

1. Minimum of two (2) years' experience in an official public compliance capacity, or five (5) years in an administrative capacity involving compliance;
2. Previous compliance experience, especially the interpretation and application of legislation and regulatory powers: Northern Territory, or other state, or Commonwealth;
3. Comprehensive knowledge of procurement requirements, practices and principles as applicable to a local government body; and
4. Demonstrated ability to interpret written communication for the purposes of demonstrating compliance with applicable law;
5. Previous regulatory compliance experience / law enforcement experience will be highly regarded.

MANDATORY REQUIREMENTS

1. Be an Australian Citizen or Permanent Resident;
2. Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy; and
3. A valid C – Class Drivers' Licence.

5. ACKNOWLEDGEMENT

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| GENERAL MANAGER | | Date Approved: | Signature: |
| Employee Name | | Date: | Signature: |