

**Position Identification**

<b>Title:</b>	Compliance Manager	<b>Agreement/Award:</b>	Non-EBA
<b>Department:</b>	Finance	<b>Date last updated:</b>	February 2019
<b>Reporting to:</b> <i>(Position)</i>	Chief Financial Officer	<b>By whom:</b>	Chief Financial Officer

**1. Purpose of Position**

The Compliance Manager ensures Foundation Housing’s (FHL) integrated risk and compliance framework is appropriately and effectively managed to control risks, improve operational efficiencies and ensure compliance across legislative, regulatory, contractual and internal requirements.

The position will work closely with leaders across the organisation to support compliance and continuous improvement.

**2. Key Working Relationships**

<b>Internal:</b> FHL Board and Committees CEO Executive Team Senior Management	<b>External:</b> State and Federal Government Agencies Regulators Auditors Service Providers
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**3. Accountabilities and Responsibilities**

**Risk Management**

- Manage and enhance FHL’s risk management framework.
- Oversee risk management across FHL, including assessing risk and reporting risks, and maintaining FHL’s risk register.
- Oversee and maintain FHL’s business continuity plans.

**Compliance**

- Manage and enhance FHL’s Compliance Framework
- Manage an integrated compliance system, which includes:
  - regulatory and legal requirements
  - reporting requirements;
  - training; and
  - industry best practice.
- Liaise with external agencies and regulators during compliance reviews and audits.
- Other reporting and internal/external policy requirements.

**Internal Audit and Quality Assurance**

- Manage and enhance FHL’s Internal Audit Framework
- Develop an internal audit program for each business area
- Conduct internal audit reviews and prepare audit reports
- Appropriate interface with FHL’s external auditors

**Other Key Responsibilities**

- Policy and procedure review.
- Complaints management.
- Stakeholder engagement and advocacy.

## Job Description

### 4. Culture and Values

#### **We care for people:**

- Giving people our time
- Listening well
- Being kinder than need to be
- Understanding that everyone's story is unique and of equal value
- Actively looking for the strengths in others

#### **We own all of our decisions and actions:**

- Admit mistakes, learning from them and fixing things up
- Respecting organisational policies and procedures and following them
- Having the courage to make the tough decisions and stand by them

#### **We are passionate:**

- Caring intensely about the work we do
- Inspiring others with excellence
- Celebrating success
- Embracing and driving change

#### **We focus on finding solutions:**

- Providing timely and accurate information to others so that solutions can be found
- Understanding that others often know the solutions to their own problems and assisting them to find their own way forward
- Not bring just the problem but ideas about possible solutions

#### **We are always honest:**

- Providing well thought out and constructive feedback
- Initiating the challenging and tough conversations
- Saying what you are thinking and doing what you say

#### **Nurture relationships:**

- Having fun together
- Earning the trust of others
- Checking in with people regularly particularly when things are tough
- Respecting people for who they are and for their knowledge, skills and experience as individuals and team members

### 5. Safety Awareness

You will act in a manner that is consistent with FHL's duty of care requirements, including but not confined to;

- Take reasonable care to ensure your own safety & not risk others by any act or omission.
- Follow all safe work practices and procedures.
- Use personal protective equipment as identified for individual tasks.
- Take immediate action on any identified hazards.
- Report any incidents or injuries to both manager and HR.

## Job Description

### 6. Work Related Requirements/Selection Criteria

<b>Essential Skills</b>
<ul style="list-style-type: none"><li>• Excellent communication skills (both written and verbal).</li><li>• Proficient analytical skills.</li><li>• Demonstrated influencing, interpersonal and presentation skills, and the capacity to interact effectively with senior management, internal and external stakeholders.</li><li>• Ability to deal with confidential matters in a discreet and sensitive manner.</li><li>• Ability to manage complex matters.</li><li>• Ability to interpret legislation and regulations.</li></ul>
<b>Other Essential Criteria</b>
<ul style="list-style-type: none"><li>• Qualification and/or demonstrated experience in Compliance, Internal Audit, and Risk Management.</li></ul>
<b>Desirable Skills</b>
<ul style="list-style-type: none"><li>• Experience working in a community housing or not-for-profit organisation.</li><li>• Knowledge of legislative and reporting requirements of a community housing organisation.</li><li>• Experience in writing and submitting tenders and grant applications.</li><li>• Experience in reviewing and negotiating contractual requirements.</li></ul>

### 7. Position Dimensions:

<b>Number of staff directly reporting to position</b>	Nil.
<b>Work Locations</b>	Leederville, other offices on a need basis.

Employee Name: \_\_\_\_\_

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