

1. Position Identification

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|---|-----------------------------|---------------------------|------------------|
| Title: | Compliance & Safety Officer | FHL Level: | 5 |
| Department: | CFO Department | Agreement/Award: | EBA |
| Reporting to: <i>(Position)</i> | Risk & Compliance Manager | Date last updated: | November 2022 |
| | | By whom: | People & Culture |

2. Purpose of Position:

The Compliance & Safety Officer is responsible for supporting the Risk & Compliance Manager, to ensure that the activities of Foundation Housing (FHL) comply with its policies, procedures, and legal and regulatory requirements.

The position is also responsible for coordinating and administering key Work Health & Safety (WH&S) related activities across the business, ensuring FHL's employee's safety at work, and compliance with all WH&S requirements are met.

3. Key Working Relationships

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|---|--|
| Internal: Risk & Compliance Manager People & Culture Manager Line Managers All Staff WH&S Committee | External: Work Safe Department of Communities |
|---|--|

4. Accountabilities and Responsibilities

Compliance

Assisting the Risk & Compliance Manager to:

- Review and support implementation of the organisation's compliance framework to support the creation of a healthy compliance culture.
- Support organisation wide compliance initiatives including education and training of legislative, contractual and internal requirements.
- Implement and maintain Policy and Procedure management and document control system;
- Coordinate with and support regulatory, contractual or internal audits.
- Establish and manage an Organisational Continuous Improvement Register.
- Maintain the Contracts Management SharePoint Site
- Manage and enhance FHL's complaints framework.

Work Health & Safety

- Assist with the implementation and coordination of the WH&S Calendar of Events;
- Conduct worksite inspections and action identified improvements, where suitable;
- Conduct and/or coordinate workplace emergency drills;
- Assist with the implementation of WH&S policies and procedures;
- Conduct staff training on WH&S policies;
- Ensure that the business has appropriately trained Fire Wardens, First Aid Officers;
- Assist with the implementation and management of FHL's Emergency Management manual;
- Attend FHL's WH&S Committee meetings and take minutes, circulate agenda and relevant information.

General

- Perform other duties as required that are suitably aligned to your knowledge, skills and capabilities.

Job Description

5. Culture and Values

Solution Focused

We work together to find solutions that benefit our people and customers

Caring

We care for other and display empathy, fairness and respect

Honest

We act with integrity and own our decisions

6. Safety Awareness

Level 1 to 6

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

7. Work Related Requirements/Selection Criteria

Essential Skills**Qualifications**

Qualifications in a relevant discipline and/or demonstrated experience in a similar position.

Experience and Skills

- Excellent communication skills (both written and verbal).
- Proficient analytical skills.
- Demonstrated influencing, interpersonal and presentation skills, and the capacity to interact effectively with senior management, internal and external stakeholders.
- Ability to deal with confidential matters in a discreet and sensitive manner.
- Ability to manage complex matters.
- Ability to interpret legislation and regulations.

Other

- Current WA drivers' licence.
- National Police Clearance.
- Knowledge of Work Health & Safety legislation and responsibilities.

8. Position Dimensions

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|---|--|
| Number of staff directly reporting to position | Nil |
| Work Locations | All FHL Offices (Leederville, Midland, Joondalup) and areas where FHL manages properties |

Employee Name: _____

Signature: _____ Date: _____