



<b>Position title</b>	Compliance and Risk Officer
<b>Group</b>	Governance Risk and Compliance, Corporate Services Directorate
<b>Employment status</b>	Part-time (0.8) and ongoing
<b>Salary Range</b>	SCHCADS Award Level 5
<b>Position reports to</b>	Governance Risk and Compliance Manager
<b>Location</b>	Collingwood
<b>Delegation</b>	None

### Organisation environment

Djirra<sup>1</sup> is an Aboriginal Community Controlled Organisation with over 20 years' experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women's strength and resilience. We are committed to a future without family violence.

We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do.

Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women's resilience.

We are an active member of the National Family Violence Prevention and Legal Services Forum, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.

### Role purpose

The purpose of the position is to

- support Djirra in meeting its compliance obligations and managing risk
- assist in the provision of governance administration services

This role requires significant engagement with all staff levels, including engagement with the Senior Executive Team.

The role is integral to demonstrating Djirra's commitment to sound governance, accountability, and ethical conduct.

<sup>1</sup> Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.



## Key accountabilities

### **Compliance**

- Support the implementation of Djirra's compliance program by coordinating, undertaking, and contributing to projects and tasks, including across Djirra's
  - schedule of compliance obligations and tasks
  - program of compliance reviews
- Support Djirra's compliance with standards, and engagement with accreditation audits, by coordinating, undertaking, and contributing to projects and tasks.
- Support governance compliance, including by:
  - Ensuring Djirra complies with its statutory obligations under relevant laws and regulations and operates in accordance with its Rules of Incorporation.
  - Ensuring Djirra can meet governance requirements for external, independent accreditation reviews, such as: the Community Legal Centres Australia National Accreditation Scheme (NAS); Health and Community Services Standards.

### **Risk Management**

- Support the implementation of Djirra's risk management program by coordinating, undertaking, and contributing to projects and tasks, including across
  - our quarterly cycle of risk review and reporting
  - projects focused on addressing specific risks.

### **Policies & Systems**

- Contribute to the development, implementation, monitoring and review of policies and procedures
- Contribute to the development, implementation, maintenance, and effective use of Djirra's risk and compliance program CompliSpace.

### **Governance Administration and Support**

- Contribute to effective governance administration, as delegated, by
  - Supporting the Board and Committee meeting cycle, including agendas, action plans, reports, and minutes
  - Supporting planning and coordination of Annual General Meetings (AGMs) and other general meetings as scheduled by the Board.

### **Other**

- Other duties as reasonably requested by your manager.



Key selection criteria	
<b>Professional / Functional Skills</b>	<ul style="list-style-type: none"> <li>• Familiarity with the not-for-profit sector and/or Aboriginal Community Controlled Organisations and their values.</li> <li>• Sound knowledge of good corporate governance principles.</li> <li>• Demonstrated ability to identify and resolve complex problems.</li> <li>• Knowledge and experience with governance frameworks, e.g. risk, policy, and compliance.</li> <li>• High level project management and organisation skills and experience, including the ability to independently plan, prioritise, meet deadlines, and drive projects and reporting deadlines.</li> <li>• Strong interpersonal, relationship building and consultation skills including the ability to communicate clearly and sensitively with stakeholders and staff at all levels.</li> </ul>
<b>Competency</b>	<ul style="list-style-type: none"> <li>• Highly developed written communication skills and experience in drafting a range of documentation, including policies, procedures, presentations, and reports.</li> <li>• High level analytical skills and problem-solving ability, as well as initiative, flexibility, and an outcomes focused approach</li> <li>• Excellent attention to detail with highly developed organisational and time management skills</li> <li>• Capacity to work independently and able to work effectively in a team</li> <li>• Proven ability to assess workload, prioritise activities and meet deadlines in an environment of competing demands, including conduct research under time constraints</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Advanced computer skills in the use of MS Office packages and databases</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• National Police Check</li> <li>• Working with Children Check</li> </ul>
Qualifications	
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>• National Police Check</li> <li>• Working with Children’s Check</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications or significant equivalent experience</li> <li>• Relevant experience in compliance and risk</li> </ul>
Workplace health and safety	
<p>Djirra is committed to providing and maintaining the health and safety of its employees.</p> <p>All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training e.g. – First Aid training, Fire Warden, etc.</p> <p>Information about these policies is contained in Djirra’s Human Resources Policy Manual.</p>	
We are a Child Safe Organisations	
<p>Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an <i>Employee Working with Children Check</i> (in Victoria).</p> <p>An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.</p>	



**Other important information**

Djirra’s employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies is contained in Djirra’s Human Resources Policy Manual.

All Djirra employees, volunteers and students on placement - must either:

- be fully vaccinated against COVID-19, or
- hold a completed and signed Australian Immunisation Register medical exemption.

We require evidence from each person we engage that they meet the requirements.

**ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

<b>Employee name:</b>		
<b>Employee signature:</b>		<b>Date:</b>
<b>Manager’s name:</b>		
<b>Manager’s signature:</b>		<b>Date:</b>

**HR CHECKLIST**

- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee’s Performance File.
- Retain original completed form and any attachments on the employee’s Personnel File.

**Initials:** \_\_\_\_\_

**Date:**     /     /