



## POSITION DESCRIPTION

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| Position Title          | Training and Compliance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Reporting to            | BDSA Team Leader or HR, Quality & Systems Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Liaises with internally | All Employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Liaises with externally | Government and Non-Government Agencies, Suppliers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Purpose of the position | The Training and Compliance officer is responsible for supporting the Human Resource and Administration team in ensuring the effective and efficient day-to-day management of Training and Development events and record keeping, ensuring the Organisation's compliance across South Coast Medical Service Aboriginal Corporation (SCMSAC).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Selection Criteria      | <p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Certificate IV in Training and Assessment or higher and/or equivalent experience.</li> <li>• A sound knowledge of Aboriginal/Torres Strait Islander communities and relevant organisations within the Shoalhaven.</li> <li>• High level of organisational skills and ability to communicate effectively and handle sensitive and confidential information.</li> <li>• Ability to maintain filing systems and processes.</li> <li>• Excellent communication skills and interpersonal skills with the ability to exercise these in a team environment.</li> <li>• Demonstrated computer proficiency, including the use of all Microsoft Office applications and other relevant software, databases and systems.</li> <li>• Demonstrated professionalism, flexibility and problem-solving ability.</li> <li>• Effective time management skills and the ability to manage multiple priorities and work to strict deadlines.</li> <li>• Current Working with Children Check and National Police Check.</li> <li>• Current Drivers Licence.</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Aboriginality*</li> </ul> |
| Behaviours Required     | <ol style="list-style-type: none"> <li>1 Innovative and strategic thinking</li> <li>2 Client focused</li> <li>3 Solutions driven</li> <li>4 Honesty and Integrity</li> <li>5 Self-motivated</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| Position Title             | Training and Compliance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Organisational Values      | <ol style="list-style-type: none"> <li>1 Deliver excellence through quality service provision, collaboration and measuring outcomes.</li> <li>2 Be passionate, caring and respectful in everything that we do.</li> <li>3 Be a socially responsible, culturally supportive presence in each of our communities.</li> <li>4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better.</li> <li>5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes.</li> <li>6 Contribute to shared learning through research and partnerships.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Key Performance Indicators | <p><b>Day to Day / General</b></p> <ul style="list-style-type: none"> <li>• Oversee the organisation's end-to-end of Staff training and development processes, including but not limited to scheduling training events across the organisation.</li> <li>• Oversee the organisations employee onboarding training processes including but not limited to scheduling mandatory training, recording and storage of employee qualifications, induction and training records.</li> <li>• Ensure that the organisation's HR software (HR3) is maintained and managed appropriately, with up-to-date employee information and records.</li> <li>• Assist and with the Day-to-day management of the HR mailbox, ensuring that queries are responded to appropriately and within a timely manner.</li> <li>• Oversee SCMSAC's training calendar in SharePoint, ensuring that it and staff training records are both current and up to date.</li> <li>• Ensure that contingencies are readily in place for Executive Assistant to the CEO functions.</li> <li>• Assist with the development of employee agreements including motor vehicle, credit card and higher duties as well as changes to employment conditions such as preparing addendums or new contracts when requested.</li> <li>• Assist with the development of employee onboarding including employment offers, contracts, and obtaining new employee information/documentation when requested.</li> <li>• Contribute to policy development and support its implementation via information and workforce consultation.</li> <li>• In collaboration with the HR, Quality &amp; Systems Manager, support the development and implementation of HR initiatives, systems and other business processes.</li> </ul> |

| Position Title | Training and Compliance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|                | <ul style="list-style-type: none"> <li>• Support the HR Team as reasonably directed by the HR, Quality &amp; Systems Manager.</li> <li>• Ensure financial delegations are communicated and applied effectively.</li> <li>• Actively participate in monthly documented support and supervision sessions.</li> <li>• Conduct monthly documented support and supervision with each direct report, ensuring this is saved on relevant personnel file and uploaded to HR3.</li> <li>• Lead and participate in relevant annual performance reviews.</li> <li>• Other duties as reasonably directed by the CEO or delegate.</li> </ul> <p><b>Communication and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Maintain client confidentiality.</li> <li>• Communicate in a professional and respectful manner.</li> <li>• Report matters in line with SCMSAC's Notifiable Events Policy.</li> <li>• Participate in decision-making and joint problem solving.</li> <li>• Build positive partnerships, both internally and externally.</li> <li>• Attend and participate in team meetings</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• Utilise IT Systems and equipment in line with SCMSAC policy and procedure.</li> <li>• Collect and analyse data, specific to your role.</li> </ul> <p><b>Continuous Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Actively participate in organisational continuous quality improvement initiatives.</li> <li>• Actively participate in the implementation of outcomes from program quality audits.</li> <li>• Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role.</li> </ul> <p><b>Child Safety</b></p> <ul style="list-style-type: none"> <li>• Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> <li>• Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> </ul> <p><b>Workplace Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Adhere to WHS obligations as outlined in our WHS Policies/Procedures.</li> </ul> |

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| Position Title | Training and Compliance Officer                                                                                                                                                                           |
|                | <ul style="list-style-type: none"> <li>• Comply with relevant PPE requirements for your role.</li> <li>• Report all incidents, hazards and risks in line with the SCMSAC Policy and Procedure.</li> </ul> |

*\*Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*

## Employee Acceptance

I, \_\_\_\_\_, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

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|-----------|-----------|---------------------|
|           |           | Click to enter date |
| Name/Role | Signature | Date                |