



# Position description

## Compliance and Advisory Officer

<b>Position Number</b>	CM11	<b>Award</b>	GOSAC
<b>Reports to</b>	Team Leader Compliance and Advisory	<b>Level</b>	5
<b>Business Area</b>	Compliance	<b>Direct Reports</b>	Nil
<b>Date</b>	July 2021	<b>Total Reports</b>	Nil

### About MyLeave:

The Construction Industry Long Service Leave Payments Board (trading as MyLeave) is a Statutory Authority established pursuant to the provisions of the *Construction Industry Portable Paid Long Service Leave Act 1985* (the Act). The primary mission of MyLeave is to manage in an efficient and effective manner, the portable long service leave Scheme for construction industry employees, established by the Act. This is achieved by:

- Ensuring that all eligible employers are registered and are paying contributions on behalf of all eligible employees
- Ensuring that all eligible construction industry employees are registered
- Minimising the contribution rate payable through maximisation of the rate of return on investment funds, and minimisation of the administrative costs of the Scheme.

The Scheme provides a significant benefit to employees in the form of a portable long service leave benefit which, due to the nature of the industry, would normally not be available.

MyLeave educates employers and employees and ensures compliance with the Scheme through a program of inspections and site visits. Where necessary, MyLeave prosecutes for non-compliance with the Act.

### The Role:

The Compliance and Advisory Officer assists employers to comply with legislative obligations ensuring that employees in the construction industry receive long service leave benefits and take enforcement action if required. The position advises stakeholders on matters relating to the *Construction Industry Portable Paid Long Service Leave Act 1985*, undertakes registration of employees and employers, and assists employers with the submission of their returns and payment of contributions. The role includes conducting site visits of employer premises and projects to promote compliance and awareness.

### Responsibilities:

#### Advice and Education

1. Liaise with employers, employees, unions and industry organisations to develop and maintain effective working relationships and secure commitments to Scheme objectives.
2. Provide advice and assistance regarding registration and returns.
3. Deliver training sessions to stakeholders including employers' payroll staff and provide information on the provisions of the Act at seminars and generally.
4. Respond to requests from stakeholders for regulatory and technical information in respect of legislation and guidelines.
5. Promote MyLeave in public forums by preparing and delivering presentations and information sessions.

## **Compliance and Enforcement**

6. Discharge functions under section 44 of the Act as an authorised Inspector to carry out investigations to ensure that proper records are kept, accurate returns are lodged, and correct contributions are paid by employers.
7. Contact employers and potential employers to ensure they are complying with the Act, to provide advice on the provisions of the Act and to follow up correspondence and non-payment of contributions.
8. Arrange and undertake compliance site visits with employers and potential employers as required, including periodic travel within Western Australia and interstate.
9. Receive and respond to complaints from employees or their representatives, and where necessary undertake investigations.
10. Issue Section 45 Notices requiring production of employers' records for examination and the initiation of prosecution action.
11. Prepare and issue preliminary assessments of unpaid contributions and issue formal assessments, including penalties required to enforce the Act.
12. Prepare summonses, collect appropriate evidence, prepare briefs of evidence for prosecutions under the Act and liaise with MyLeave's solicitors with respect to any legal proceedings.
13. Appear as a witness in court actions including the WA Industrial Relations Commission.

## **Registrations**

14. Assess employer registration applications for compliance with the provisions of the Act and for approving or rejecting applications.
15. Assess irregular employee registration applications and provide written reasons to the parties where registration is rejected.
16. Provide support and advice to newly registered employers in their initial return preparation and submission.

## **Other**

17. Participate as part of the compliance team to plan and achieve agreed outcomes in line with compliance objectives.
18. Research, develop and manage projects to address specific compliance issues and to improve service delivery of the compliance team.
19. Ensure that a high standard of site visit investigation reporting is delivered.
20. Monitor and record the completion of visits and outcomes in the data base and report on activity.
21. Process correspondence in relation to the compliance program and undertake associated administration.
22. Provide back up and support for the General Manager and the compliance team generally.
23. Undertake compliance development and training.

## **General**

24. Comply with MyLeave's Code of Conduct, policies, procedures and relevant legislation.
25. Meet Occupational Safety & Health, equal opportunity and other legislative requirements in accordance with the parameters of the position.
26. Ensure own safety and health and use such protective clothing and equipment as provided in a manner instructed to use it.
27. Other duties as directed.

## Essential Criteria:

The following capabilities are essential to meet the requirements of the position:

1. Demonstrated experience in a compliance, auditing or regulatory environment.
2. Highly developed verbal and written communication skills with demonstrated experience in providing education and advice to stakeholders.
3. Well developed interpersonal skills including the ability to negotiate and deal successfully with people in difficult situations and ability to manage confrontational situations.
4. Ability to work effectively both as part of a team and a self starter with the ability to organise time and prioritise workload.
5. Experience in interpreting and applying the provisions of statutes and industrial awards.
6. Well developed analytical, research and problem solving skills.
7. Sound administrative and computer skills (Word, Excel) and experience with using information systems.

## Desirable Criteria:

The following capabilities are desirable to meet the requirements of the position:

1. Experience in producing documentation for use in court actions.
2. Qualifications in compliance, auditing or similar.

## Job Requirements:

1. Must have a current driver's licence.

## Certification:

This document is an accurate statement of the specific requirements of this position as at the effective date.

Signed

**Jason Buckley**  
**Chief Executive Officer**

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

**Name**  
**Compliance and Advisory Officer**

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