**Job Description Form**

**Senior Compliance Officer**

**Position Details**

**Position Number:** 012130

**Classification:** Level 5

**Award / Agreement:** PSA 1992 / PSCSAA 2021

**Organisational Unit:** Governance Integrity and Reform / National Disability Insurance Scheme (NDIS) Worker Screening Unit

**Location:** Perth Metropolitan Area

**Classification Date:** July 2014

**Effective Date:** November 2021

**Reporting Relationships**

**This position reports to:**

Team Leader Compliance, Level 6

**Positions Under Direct Supervision:**

This position has no subordinates

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome-based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place-based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This position is responsible for

* Identifying National Disability Insurance Scheme (NDIS) worker screening compliance issues and developing and implementing strategies to promote compliance.
* Undertaking pro-active compliance activities in relation to NDIS worker screening.
* Building strong relationships with stakeholders, particularly the NDIS Quality and Safeguarding Commission (NDIS Commission) to facilitate a collaborative approach to NDIS worker screening compliance.
* Planning and conducting investigations into breaches of the *National Disability Insurance Scheme (Worker Screening) Act 2020* and subsidiary legislation.
* Analysing data to inform targeted compliance activity.

**Duties and Responsibilities**

**1. Proactive Compliance**

1.1 Contributes to the review and development of the NDIS worker screening compliance framework.

1.2 Conducts pro-active compliance inspection programs for NDIS worker screening.

1.3 Analyses information gathered from these programs, including specific trends and issue of non-compliance and determines appropriate responses /corrective actions required to address the issue.

1.4 Provides help and advice to NDIS workers and, where appropriate, registered NDIS providers about compliance requirements.

**2. Enforcement**

2.1 Contributes to the review and development of effective investigation procedures and practices.

2.2 Reviews complaints and information received to determine appropriate response/corrective action required to address the issue.

2.3 Conducts investigations into potential offences, including preparation of investigation plans, gathering evidence from relevant sources through appropriate means, collecting witness statement and conducting records of interview with persons of interest to determine potential offences.

2.4 Prepares reports/ investigation briefs in a format that is admissible in court proceedings and presents evidence if required.

**3. Client and stakeholder relationships and people management**

3.1 Works collaboratively with the NDIS Commission in the delivery of the NDIS worker screening compliance and enforcement programs.

3.2 Liaises with the NDIS Commission to discuss and address relevant compliance issues and trends in the NDIS worker screening compliance and enforcement programs.

3.3 Prepares correspondence and other written material, under the direction of the manager, briefing notes and publications, concerning the compliance program

**4. Reporting**

4.1 Contributes to the review, development and documentation of appropriate measures and systems to report on the performance of the NDIS worker screening program.

4.2 Produces timely and accurate management reports on the performance of the NDIS Worker Screening scheme against the established compliance benchmarks analyses those reports to identify compliance issues and trends..

4.3 Ensures that all reporting and evaluation is conducted:

- within the parameters of the prescribed framework

- meets Departmental and government standards

- is analysed appropriately identifying all related risks and issues.

4.4 Provides accurate advice to line management and key stakeholders on the NDIS Worker Screening Unit’s policy, procedures and operational issues.

4.5 Provides regular and ad hoc reports for the Manager, Operations as required

5. Corporate Responsibilities

5.1 Participates in emergency management and response duties as required.

5.2 Exhibits accountability, professional integrity and respect consistent with the Communities Values, the Code of Conduct, and the public sector Code of Ethics.

5.3 Actively participates in the Communities performance development process and pursues professional and personal development opportunities.

5.4 Undertakes other responsibilities as directed.

**Essential Work-Related Requirements (Selection Criteria)**

1. Ability to identify issues, analyse findings and develop sustainable compliance and enforcement solutions
2. Ability to plan, implement and conduct pro-active compliance programs and investigations
3. Experience in interpreting and applying legislation, policy, procedure and guidelines
4. Ability to build effective relationships with stakeholders to facilitate the achievement of shared compliance goals

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.

2. Appointment is subject to a satisfactory NDIS Worker Screening Check.

3. Appointment is subject to a Departmental Record Check.

1. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs.
2. Able to travel to regional locations, and to stay overnight or for short periods.