



## Compliance Officer

### Financial Policy and Governance

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 5
<b>Reports to</b>	Principal Compliance Officer (Level 7)
<b>Direct reports</b>	Nil

#### Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

**Responsive:** We respond to and reflect the needs of our customers.

**Flexible:** We are flexible and understand that our customers are not all the same.

**Transparent:** We are clear and open about our services, processes and decision making.

**Accountable:** We hold ourselves to high standards and deliver on our commitments.

**Collaborative:** We work in partnership with our customers.

The Financial Policy and Governance Branch is part of the Financial Services Directorate and is responsible for the:

- development, implementation and monitoring of policies, procedures, guidelines and standards that support the Division
- development and maintenance of financial policies for Schools
- development of policies and guidelines associated with gifts, travel and hospitality
- development, implementation and coordination of the compliance audit program.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### Specialist Services

- Provide high-level support to Principals and Managers Corporate Services on compliance matters in schools.
- Assist in the review, maintenance and preparation of compliance workpapers/programs.
- Conduct and participate in school compliance reviews.
- Undertake research to assess the control environment in schools.
- Identify issues arising from policy changes, financial and taxation reforms and the introduction of new systems or technology.
- Contribute to developing best practice in finance, administration, human resources and related disciplines.
- Contribute to the derivation, continuity and improvement of the School Compliance Review Program and the School Control Self Assessment Program.

### Branch Support

- Work with other teams on shared priorities and initiatives to deliver integrated services and support to schools.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

### Customer and Stakeholder Support and Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.
- Research, develop and implement financial management training programs and resources for Departmental staff.

## Selection criteria

1. Demonstrated practical knowledge of audit and compliance procedures, activity and techniques, especially related to contemporary approaches to audit.
2. Demonstrated practical knowledge of the role of audit and compliance in organisational accountability and in the broader context of relevant whole of government issues.
3. Demonstrated well developed communication, interpersonal and negotiation skills with the ability to establish and maintain effective working relationships.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify innovative solutions to solving problems.
5. Demonstrated well developed ability to work independently on multiple projects with minimal supervision.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold or obtain a current Western Australian Driver's Licence as the position requires significant travel throughout the metropolitan area as well as some travel in regional locations
- complete the Department's induction program within three months of commencement

- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date 13 August 2019  
Reference D19/0361215