



## Principal Compliance Officer Financial Services

<b>Position number</b>	00026764
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Financial Policy and Governance (Level 8)
<b>Direct reports</b>	Senior Compliance Analyst (Level 6) Senior Compliance Officer x2 (Level 6)

### 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 and communication 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:

- development, implementation and monitoring of policies, procedures, guidelines and standards that support the Finance and Commercial Services division
- development and maintenance of financial policies for schools and associated guidelines
- development of specific Departmental policies and guidelines including gifts, travel and hospitality
- development, implementation and coordination of the school compliance review 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 strategic leadership in the development, implementation, planning and coordination of the school compliance audit program to ensure service delivery meets established performance profiles and benchmarks.
- Provide high quality input in the identification, development and implementation of strategic policy, reporting protocols, standards and performance measures in relation to compliance operations.
- In consultation with key stakeholders, research, develop and maintain best practice processes in the development of compliance, risk management frameworks, methodologies, standards, quality assurance and related control procedures.
- Provide high quality advice on contemporary compliance and risk management matters to facilitate compliance in human, physical and financial resources and administrative system review and process improvement.
- Respond to Ministerial correspondence, parliamentary questions and general enquiries.
- Provide support to the Manager, Financial Policy and Governance with the development and review of system-wide strategies, guidelines and standards.
- Promote a culture supportive of innovation and continuous process improvement, including identifying where system change and capacity building in schools is required and addressing identified internal and external compliance needs.

### Management and Branch Support

- Mentor and lead staff members in the development and achievement of branch business goals.
- Develop and implement a comprehensive team management plan to develop staff, share knowledge and experience to ensure established performance profiles and benchmarks are met.
- Manage human and financial resources of the team.
- Represent the Financial Services directorate on internal and external working parties and committees as required.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Maintain an expert awareness of trends and issues in relation to contemporary auditing, compliance and risk management standards and guidelines.
- Measure and evaluate the School Compliance team delivery and performance against performance profiles and benchmarks.
- 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.
- Contributes to change management projects relevant to the branch.

### Customer Stakeholder Management and Liaison

- Collaborate with key stakeholders.
- 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 Department staff.

## Selection criteria

1. Demonstrated substantial knowledge and understanding of the legislative framework, standards, risk management and best practice methodologies relevant to compliance.
2. Demonstrated highly developed skills and experience in leading projects or audits/reviews, including allocating, managing and coordinating resources, developing project plans and reviewing progress to ensure delivery of agreed outcomes.
3. Demonstrated highly developed communication and interpersonal skills, including the ability to establish, maintain and enhance relationships with clients and staff in order to achieve work goals and priorities.
4. Demonstrated high-level leadership and management skills in motivating and developing staff.
5. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex issues.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date 23 July 2024  
Reference D24/0491519