

Senior Compliance Officer

Financial Services

Position number	00042965
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Principal Compliance Officer (Level 7)
Direct reports	Compliance Officer x2 (Level 5)

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:

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

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Provide high-level advice, support and information to the Principal Compliance Officer and Compliance Officers on compliance matters in schools.
- Lead the review, maintenance, improvement and preparation of compliance work papers/programs and the Control Self-Assessment Questionnaire annually.
- Conduct and participate in school compliance reviews, as required.
- Undertake detailed research to assess and enhance the financial control environment in schools.
- Identify issues arising from policy changes, financial and taxation reforms and the introduction of new systems or technology and lead changes to the financial framework in schools.
- Assist the Principal Compliance Officer in developing best practice in finance, administration, human resources and related disciplines.
- Undertake quality assurance over compliance reviews in accordance with the quality assurance and improvement program.
- Coordinate and respond to issues raised by the Office of the Auditor General as a part of their annual school audit program.

Management and Branch Support

- Mentor and lead member of the team 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.
- 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.
- Work with Compliance Officers and other teams on shared priorities and initiatives to deliver integrated assurance services and support to schools.
- 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.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, Directorate on committees and working parties.

Customer Stakeholder Support and Liaison

- Collaborate with key stakeholders on assurance matters in schools.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication links 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.
- Ensure services provided are customer-focussed, and establish and monitor customer feedback mechanisms.

Selection criteria

1. Demonstrated well developed knowledge and understanding of the legislative framework, standards, risk management and best practice methodologies relevant to financial compliance.
2. Demonstrated well 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 well developed written, verbal and interpersonal communication skills, including the ability to establish, maintain and enhance relationships with clients and staff in order to achieve work goals and priorities.
4. Demonstrated well developed leadership and management skills in motivating and developing staff.
5. Demonstrated well developed research, conceptual and risk management skills, including the ability to provide innovative solutions to strategic and complex issues.

Eligibility and training requirements

Employees will be required to:

- hold relevant tertiary qualification in business, commerce, finance or related field or equivalent substantial experience
- 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
- 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 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 29 July 2024
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