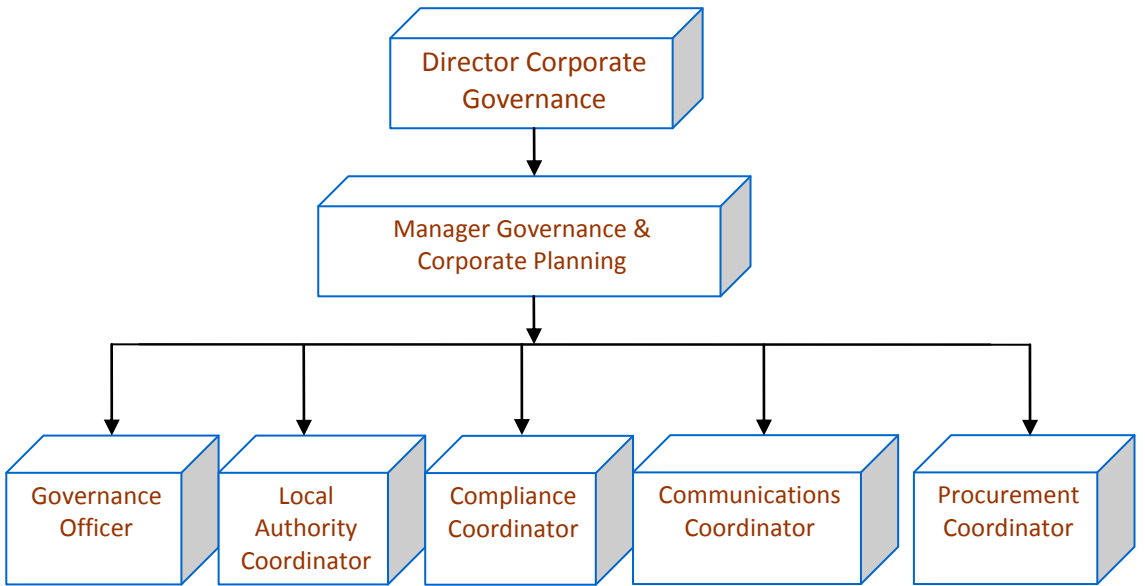


Position Description

1. POSITION DETAILS			
Position Title	Compliance Coordinator	Designation & Classification Level	Level 6
Position No		Directorate	Corporate Governance
Division	Governance and Corporate Planning and Compliance Unit	Date Created	May 2016
Location	Katherine	Date Approved	
Reports To	Manager Governance and Corporate Planning	Version	14 May 2018
Position Status	Full time	Position Tenure	Permanent
2. POSITION CONTEXT			
Council Overview	<p>Roper Gulf Regional Council covers an area of approximately 186,000 square kilometres of land, the majority of which is in the eastern side of the Big Rivers Region. As a comparison, Roper Gulf region is 2.7 times larger than Tasmania (68401 sq. kms) and 80% of the total land mass of Victoria. (227416 sq. kms.). The total estimated resident population of the region is 6,919.</p> <p>The Roper Gulf Regional Council's mission statement is: "Working as one towards a better future through effective use of all resources". This serves to give strategic direction to the Council's service delivery and its partnerships with the NT and Australian Governments and other stakeholders.</p> <p>The overall vision of Roper Gulf Regional Council is to be a sustainable, viable and vibrant leader in improving the quality of family and community life in the Northern Territory.</p> <p>The Council delivers services to 11 major communities. These include council administration, waste management, postal and tourism support, youth, sport & recreation services, aged care support, child care support, library facilities, CDP, essential services, community patrol, animal health programs and many more.</p> <p>This position supports the Governance, Corporate Planning & Compliance Unit. The role of the Governance, Corporate Planning and Compliance Unit is to facilitate good governance and the achievement of the organisation's objectives by ensuring that corporate plans and policy are developed, communicated, funded and implemented while also providing support to enhance elected members' capacity to serve the people of the Roper Gulf Region.</p>		
Principal Objectives	<p>The Compliance Coordinator assists the Council to meet its corporate governance responsibilities by:</p> <ul style="list-style-type: none"> • Ascertaining whether the organisation including Council is complying with all external and internal obligations. • Documenting and communicating compliance performance. • Undertaking research and policy development within the context of the Unit. • Providing staff with support to enhance their ability to meet compliance requirements. 		
Major Role	<p>The Compliance Coordinator is responsible for conducting auditing and reviewing a range of the Council's operational matters including but not limited to: applicable legislative and case law requirements of the Territory and Commonwealth; business and strategic plans; other internal plans; grant funding agreements and associated obligations and financial processes.</p> <p>The Compliance Coordinator is also responsible for undertaking research relating to corporate plans and policies and providing assistance to other members in the Governance and Corporate</p>		

	<p>Planning Unit during peak workloads.</p> <p>The Compliance Coordinator is expected to:</p> <ul style="list-style-type: none"> • Review the Organisation's current and proposed operations/undertakings against applicable law. • Coordinate internal and external compliance activities. • Conduct audits, reviews and other checks to ascertain how well the Council is complying with external and internal obligations. • Document findings in order to demonstrate compliance with applicable law, contracts and policies. • Communicate compliance findings to work units and contribute to the development of remedial action plans when the level of compliance is not adequate. • Actively participate on preparing Council's Strategic Plan, Regional Plan, Operational Plans, Annual Report and any other documents as required. • Update and maintain records and registers. • Prepare and draft policies as required and requested by the Manager Governance and Corporate Planning. • Prepare and draft internal operational forms as required and requested by the Manager Governance and Corporate Planning. • Perform compliance audit for website, Regional Plan, Annual Report, Registers, Policies and others as requested. • Support the Manager Governance and Corporate Planning to implement and maintain governance policies, procedures and ongoing reviews. <p>The Compliance Coordinator is also expected to assist and support the unit in its delivery of services, including:-</p> <ul style="list-style-type: none"> • Provide practical assistance to other members of the team to ensure team performance measures and deadlines are met. • Motivate and provide leadership support to Councillors, Local Authority Members, Council Committees and to other administrative positions within the organisation. • Provide executive administration services provided by the Governance, Corporate Planning and Compliance business unit to Council. • Research and prepare grant funding applications as required. • Manage incoming formal complaints through the use of the complaint register as requested. <p>Furthermore, this position is responsible for RGRC's online presence through:-</p> <ul style="list-style-type: none"> • Review website regularly and also draft compliance content for website as required. • Review RGRC's social media pages to ensure compliance with applicable law and various obligations.
Key Interactions/ Relationships	<p>Internal</p> <ul style="list-style-type: none"> • RGRC's Elected Members • Strategic Leadership Team and Council Managers • Financial Management Unit • Senior staff in all work areas • Authorised Officers of Council <p>External</p> <ul style="list-style-type: none"> • Relevant Government and non-government agencies
Special conditions	<ul style="list-style-type: none"> • The incumbent may be required to drive considerable distances in the course of their duties and must possess a current Class C Drivers Licence with a manual driving capacity. • Occasional travel to remote communities necessitating overnight absences will be

	<p>required.</p> <ul style="list-style-type: none"> Some out of hours work, and occasional travel to remote communities necessitating overnight absences may be required. Appointment will be to a specific and depending on organisational needs. The incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or continuing basis. <p>Essential</p> <ul style="list-style-type: none"> It is a condition of employment with Roper Gulf Regional Council that you must be an Australian Resident or hold and provide the relevant visa requirements to work within Australia; undertake a new criminal history check and update each year as required through out the period of employment;
Authority to Act / Delegations	<ul style="list-style-type: none"> No Financial Delegations – As per the RGRC Delegations Manual
Organisational chart	<p>Governance, Corporate Planning and Compliance Business Unit Structure</p>  <pre> graph TD A[Director Corporate Governance] --> B[Manager Governance & Corporate Planning] B --> C[Governance Officer] B --> D[Local Authority Coordinator] B --> E[Compliance Coordinator] B --> F[Communications Coordinator] B --> G[Procurement Coordinator] </pre>

3. KEY RESPONSIBILITIES

Compliance	<ul style="list-style-type: none"> • Support the Manager Governance and Corporate Planning to implement, maintain and review governance policies and procedures. • Provide practical assistance to other members of the team to ensure team performance measures and deadlines are being met. • Conduct compliance reviews, audits and other checks to identify where the Council is/is not compliant in areas including, but not limited to the following: <ul style="list-style-type: none"> ▪ Applicable law including the <i>Local Government Act</i> ▪ Grant Funding Agreements ▪ Service and other contracts ▪ Business and Strategic Plans ▪ Other operational plans, e.g. counter disaster; staff development ▪ Financial processes • Document findings so as to be able to confirm compliance with relevant Acts, regulations, contracts and policies. • Communicate findings to staff and contribute to the development of remedial action plans when compliance is not evident. • Contribute to the development of policies and procedures that will improve compliance. • Perform compliance audit for website, Regional Plan and other documents.
Staff Development	<ul style="list-style-type: none"> • Contribute to the development of staff training programs to ensure staff have a sound awareness of compliance requirements. • Contribute to the development of education material designed to keep staff informed of compliance requirements. • Advise, influence and support staff members at all levels to adhere to compliance requirements.
Governance and Corporate Planning	<ul style="list-style-type: none"> • Undertake research relating to governance, strategic and corporate matters. • Participate in the development of discussion papers and preparation of policy and other corporate documents. • Contribute to the development of departmental operational plans. • Develop capacity to undertake roles or provide practical support to all positions within the Unit. • Contribute as a member of the unit and assist other members in the GCP Unit during peak workloads. • Manage incoming formal complaints through the use of the complaint register. • Review Council's online presence to ensure legislative, contractual, and policy obligations are met • Observe all requirements of Work Health and Safety, Equal Employment Opportunity and other policy, legislative and regulatory responsibilities. • Manage competing deadlines and balance priorities under pressure with efficiency and professionalism.
Communications	<ul style="list-style-type: none"> • Use initiative and problem solving techniques to ensure tasks are carried out efficiently and effectively. • Assist in the promotion of civic events to the Council.
Other	

4. POSITION SKILL/KNOWLEDGE/EXPERIENCE SELECTION CRITERIA

SELECTION CRITERIA

Dated:

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Initial:

Essential	<ul style="list-style-type: none"> • Qualifications in law, law enforcement / regulatory compliance, audit, governance or related field at a diploma level or higher. • Knowledge of corporate and governance practices relevant to Local Government. • Demonstrated ability to interpret and apply law and policy. • Demonstrated commitment to professional and personal integrity and concern for public interest • Demonstrated ability to work within a team in various capacities including leadership roles • Demonstrated ability to handle sensitive and confidential information Previous experience in a compliance monitoring, quality assessment or similar role. • Demonstrated ability to undertake research and investigations. • Demonstrated ability to provide complex, high-level advice Advanced word-processing skills and computer literacy. • Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan in a time critical environment. • Strong attention to detail. • Demonstrated ability to liaise with stakeholders and the public, and build relationships. • Understanding of Aboriginal culture and issues facing Aboriginals in the Northern Territory. • Minimum C Class NT Drivers Licence and manual driving capacity. 		
Desirable	<ul style="list-style-type: none"> • Experience in a law enforcement / regulatory compliance setting or similar position within the Local Government or Public Sector. • Demonstrated ability to make and review administrative decisions • Demonstrated ability to compile formal correspondence and other reports, capable of withstanding close judicial and ministerial scrutiny. • Demonstrated ability to ascertain binding or persuasive case law requirements in a variety of settings. 		
5. ACKNOWLEDGEMENT			
Appropriate delegate / director or manager		Date:	Signature:
Employee Name		Date:	Signature: