



cultura.

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Position Description:  
Risk and Compliance  
Officer

<b>Position Title</b>	<b>Risk and Compliance Officer</b>
<b>Job type</b>	Part time
<b>Hours of work</b>	21 hours per week
<b>Reports to</b>	General Manager, Corporate Services
<b>Location</b>	Support Services Office, Thompson Road
<b>Department</b>	Corporate
<b>Direct reports</b>	Nil
<b>Budget</b>	Nil
<b>Agreement/Award</b>	Social, Community, Home Care and Disability Services Award 2010, Level 5
<b>PD date</b>	January 2024

## Cultura

Cultura is the new organisation resulting from the merger of Geelong Ethnic Communities Council (trading as Diversitat) and Multicultural Aged Care Services Geelong (MACS).

**Our Purpose:** Provide innovative services to support, care for and celebrate culturally diverse individuals through their life journey

**Our Vision:** Empowering diverse individuals and communities to reach their full potential

**Our Values:** Inclusion Integrity Sustainability Kindness

MACS and Diversitat have been serving the Geelong community for more than 40 years with a focus on our multicultural communities. As the new entity, Cultura operates across various sites delivering a range of services including residential aged care, home care and aged support services, settlement, training and education, financial counselling and disability support. We also operate a range of social enterprises including The Pulse community radio and various community events including the popular Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and we aspire to provide an innovative and high-quality response to the changing needs of a culturally diverse community. Every day we act and behave according to our values, with our communities, clients, residents and consumers, and with each other. These values are a key part of our identity and are what brings us to work together successfully.

Cultura has around 400 staff, 300 volunteers and an annual operating budget of \$42 million.

## Position summary

The Risk and Compliance Officer is the primary point of reporting, maintaining and collating risk and compliance across Cultura. The role will coordinate compliance and risk by partnering with Managers and subject matter experts, ensuring accountability is maintained within those roles. This position provides advice on compliance and risk management practices throughout the organisation, using their expertise and skills to ensure best practice and regulatory obligations are met. This role will work closely with Quality Officers across the organisation, Health, Safety & Wellbeing Manager and external auditors.

## Duties

- Maintain, inform and co-ordinate risk register action items with owners of risk across Cultura to align with the risk matrix, framework and appetite. Ensure appropriate action and timely progress is made against identified risks and new or developing risks are accurately captured and mitigated;
- Provide advice, training and support on risk and compliance matters across Cultura, working with Managers and subject matter experts to proactively identify key risk indicators and mitigation actions;
- Provide updates and advice on changes to compliance and regulatory requirements;
- Conduct assurance and compliance reviews ensuring standards are maintained and internal integrity is preserved, as well as external reporting obligations;
- Assurance and compliance reporting to Managers and Board sub-committees;
- Develop, promote and lead a positive risk-based culture across the organisation;
- Maintain system administration assurance for IT systems across Cultura, in support with subject matter experts and IT team;
- Administer the Risk and Compliance system and ensure accurate supporting documentation is provided by action item owners;
- Lead development and maintenance of organisational Risk procedures, policies and frameworks;
- Lead and support development of internal controls and strengthen risk mitigation and compliance practices across the organisation;
- Support internal audits as required, and manage internal and external audit action reporting, including progress updates from owners;
- Support Quality Officers and the Health, Safety & Wellbeing Manager, as required;
- Other duties as directed by the General Manager Corporate Services.

## Qualifications and experience

### Essential

- Tertiary qualifications in business, risk or compliance studies;
- Significant experience in Risk and Compliance role in a regulatory environment;
- Knowledge of, and experience with, risk methodologies, including identification, assessment and reporting;
- Advanced ability to communicate, inform and provide specialist advice to internal and external stakeholders across varying role levels;
- Analytical approach with demonstrated analysis skills in trend qualitative and quantitative data analysis and reporting;

- Advanced technology system skills, with experience in system administration;
- Australian Driver's license and ability to attend work sites as required.

### Desirable

- Experience in a related industry, such as aged care or community services;
- Lived experience within a multicultural community and/or the ability to speak a second language.

### Other Terms and Conditions of Employment:

- Staff will comply with Cultura OHS policies and procedures including the requirement to take reasonable care for their own health and safety and that of other people who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OHS representative and staff are encouraged to raise health and safety concerns in accordance with policy and procedure.
- Employment is subject to the satisfactory completion of a Police Record Check, NDIS Worker Screening Check, Victorian Employee Working with Children's Check, Work Rights Check, Medical Check and providing evidence of sufficient COVID 19 vaccinations. Cultura will pay for the costs associated with Police Record Check, NDIS Worker Screening Check, Victorian Employee Working with Children's Check and Medical Check.
- Staff are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that staff will maintain contemporary knowledge of the policy and enact the policy at all times. Staff have a responsibility to raise any concerns they have about child safety to their direct manager or a senior manager immediately.

### Child Safety

Cultura is committed to the safety and wellbeing of all children and young people. Cultura has zero tolerance for child abuse. Cultura is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and linguistically diverse backgrounds, children who identify as part of the LGBTI Community as well as the safety of children with a disability. Every person involved at Cultura has a responsibility to understand the important and specific role they play individually and collectively to ensure the wellbeing and safety of all children and young people.

### Inclusion and Diversity

Cultura is committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us. If you would like further information about this role, please feel free to contact us. We encourage you to apply.

### Expected Behaviors

- acts in accordance with the Cultura code of conduct, and is committed to the Cultura vision, purpose and values;
- acts in accordance with health and safety policy and management system;
- actively promotes inclusion and diversity, and is not discriminatory against sex or sexual orientation, colour, race, ethnicity or national origins, age, religious or ethical beliefs, disabilities, political views, illness, marital status or family responsibilities;

- demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers;
- acts in a manner consistent with Cultura policies, including by valuing diversity, inclusion, equal opportunity, privacy and confidentiality;
- demonstrates teamwork and collaboration and positively contributes to group activities;
- acts with agility, leading to innovation and continuous improvement;
- successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery;
- provides evidence of relevant immunisation status, such as serological immunity or vaccination history, as required for the inherent requirements of the role;
- performs duties within scope of practice for the role, and according to the applicable credentials including qualifications, registrations and professional competencies;
- maintains current and valid credentials in accordance with relevant legislation and industry requirements.

### Acceptance of offer

I understand the role, responsibilities and outcomes required to successfully meet the requirements of this position and I accept this Position Description.

<b>Name</b>	
<b>Signature</b>	
<b>Date:</b>	

Please return a signed copy of this Position Description to People and Culture, prior to commencing the role.

