

People and Culture Compliance Advisor

Success Profile

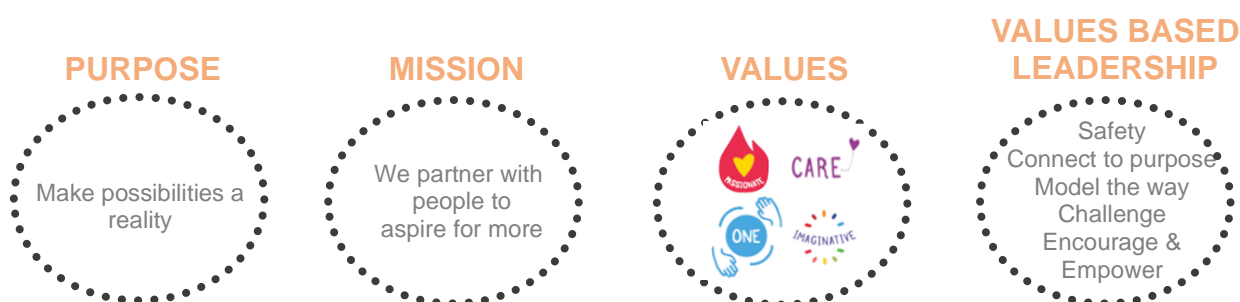
Your division	People and Culture
Your team	People and Culture Operations
You report to	People and Culture Operations Manager

PURPOSE OF YOUR ROLE

The People and Culture Compliance Advisor will support Endeavour Foundation’s commitment to ensuring the safety and well-being of our clients through the effective management of Worker Screening Check(s) and compliance activities for all staff, volunteers, agents and contractors.

You will provide best-practice, contemporary worker screening and compliance advice and support to the business. This role plays a key part in the development and implementation of people compliance processes, procedures and frameworks across the business.

ORGANISATIONAL PROFILE



KEY SUCCESS AREAS

SAFETY	<ul style="list-style-type: none"> • Maintain compliance to Endeavour Foundation’s Work, Health and Safety policies and procedures and contribute to the organisation’s aspirations Zero Harm within the workplace. • Undertake work in a manner that is not harmful to your health and safety and the health and safety of others. • Monitor workplace conditions and identify and report potential hazards, incidents and any work related or personal injury or illness (where it may affect your ability to work safely). • Demonstrate safety is a priority by attending and actively participating in all OHS and other mandatory training programs.
CUSTOMER CONNECTION	<ul style="list-style-type: none"> • Consistently demonstrate behaviours that facilitate an exceptional customer experience. • Role model and demonstrate ethics, Endeavour Foundation values and integrity in all interactions with customers.

	<ul style="list-style-type: none"> • Build and maintain professional relationships with key stakeholders whilst providing timely and accurate advice to ensure the efficient processing of requests and queries in the team and function.
OUR PEOPLE	<ul style="list-style-type: none"> • Foster a culture of collaboration, support the co-create and co-deliver approach across and within the business, ensuring you understand the commitment to shared goals. • Interact with all levels in a collaborative and cooperative manner. • Participate in team building activities, including actively participating in the Performance Partnerships program to ensure individual and team key performance indicators are achieved, and Endeavour Foundation's values and behaviours are consistently demonstrated. • Take a proactive approach to on-the-job training to ensure knowledge and skills are industry standard.
OPERATIONAL EXCELLENCE	<ul style="list-style-type: none"> • Maintain in-depth and best practice understanding of Government legislations impacting on People Compliance and Workers Screening requirements. • Liaise with relevant government departments to align with and embed best practice principles into Worker Screening and Compliance policies, procedures and processes. • Provide advice to the organisation on worker screening requirements to support informed decision making. • Provide recommendations on and implement continuous improvement initiatives relating to people compliance. • Educate and support the development of knowledge and understanding in people compliance matters in the People & Culture division and wider business. • Maintain HRIS (PeopleSoft) and electronic personnel files to ensure a high level of data integrity and adherence to processes and procedures. • Assist in the development of Worker Screening standards, processes and procedures and recommend and action changes to this documentation. • Ensure that all customer enquiries are resolved in a timeframe that meets established service level agreements. • Collect, analyse and summarise worker screening data for preparation of reports. • Provide insights on compliance related trends to inform priorities • Identify risk areas and provide advice on appropriate solutions to mitigate the risk • Maintain a regular audit compliance schedule. • Ensure worker screening compliance is monitored and maintained through timely reporting on expired worker screening and other relevant licences relating to employee positions. • Maintain effective relationships with both internal and external stakeholders to improve compliance and workers screening policies and procedures to ensure they are fit for purpose and ensure minimal risk of non-compliance with legislative requirements. • Promptly identify and escalate priority issues and non-compliance. • Make regular recommendations to People and Culture Operations Manager to ensure the organisation is aligned to best practice.
FINANCIAL SUSTAINABILITY	<ul style="list-style-type: none"> • Consider financial implications of decisions. • Seek to minimise operating costs where appropriate. • Support financial performance of the People team through effective management of operating expenditure in line with budget.



WHAT YOU NEED TO SUCCEED

CAPABILITIES	<ul style="list-style-type: none"> • Ability to develop and present policy advice and to research, prepare and present reports, including consideration of the organisational context in the making of recommendations. • Ability to maintain a high attention to detail. • Ability to interpret relevant regulation legislation. • Ability to respond positively and adapt to a rapidly changing environment. • Ability to work under limited direction and as part of a broader team. • Demonstrated ability to develop and implement policies and procedures. • Sound knowledge of current legislation surrounding People Compliance and Workers Screening requirements as they relate to Endeavour Foundation Group.
SKILLS & QUALIFICATIONS	<ul style="list-style-type: none"> • Exceptional organisation and time management skills. • Excellent written and verbal communication skills, to ensure clear and concise information is developed and presented. • Problem solving skills to successfully identify problems, develop solutions and implement these using a logical and systematic approach. • Proficient in the use of Microsoft Office Suite including Word, Excel, Outlook, PowerPoint) and systems relevant to the role.
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrated experience in a compliance focused role within a heavily regulated industry. • Experience in effectively mitigating and managing operational risk, ideally within a related industry. • Demonstrated experience understanding and interpreting the Fair Work Act especially relating to performance management and procedural fairness principals.

