JOB TITLE: Administration Officer – Compliance (AO-C) LEQ001
REPORTING TO: Executive Assistant (Office Manager)
ACCOUNTABLE TO: Executive Director

The primary objectives of the Administration Officer – Compliance (AO-C) are:
1. to develop and maintain a compliance framework through which LEQ can track elements to minimise risk exposure and in doing so, model to other associated services appropriate methodology and
2. to assist identified LEQ schools in the development, implementation and management of LEQ’s risk management strategy and compliance systems using Risk Management software.

The collective mission of LEQ is to “nurture, strengthen, guide and encourage the people working in the various institutions of the Department so that they will be better able to carry out their ministries of service”. The AO-C will support the ethos of Lutheran schools, work in harmony with other staff members and project an atmosphere of Christian service within the Secretariat, with our clients and with other Departments of the Lutheran Church. Attendance at the weekly LEQ devotional time is expected.

KEY OBJECTIVES
The main areas of responsibility for the position of AO-C are:
1. to administer the risk management software package
2. to profile effective processes to minimise exposure by ensuring compliance obligations are met
3. to develop and apply procedures and assessments to facilitate the reduction of risk across the LEQ operations
4. to assist in the communication and training of the LEQ risk management strategy and compliance framework, using our Electronic Records Management system (ERM) to relevant parties and to actively ensure stakeholders adopt these strategies and plans
5. to report on performance of the LEQ risk management system.

The main areas of responsibility for the position of AO-C in relation to the LEQ Secretariat:
1. to provide support in line with LEQ standards
2. to develop consistencies across LEQ for the management of compliance
3. to promote good practice in legislative requirements through regulatory compliance and risk management processes
4. to apply the role in a cost effective manner.

REPORTING RELATIONSHIPS
This position reports directly to the Executive Assistant (EA) for performance planning and review and workload management.

COMPETENCIES
1. Good oral and written communication skills
2. Ability to liaise effectively with multiple stakeholders, including professional advisers, senior management and other employees
3. Demonstrated high level report writing, research and investigation skills
4. Good relationship management and influencing skills
5. Effective time management and the ability to adapt to changes in workload
6. A team player with a strong commitment to support and contribute to team effectiveness.
DUTIES AND RESPONSIBILITIES

Assist, manage and co-ordinate together with the Leadership Team
- Identify the needs of participating entities
- Develop and implement a risk management system and compliance framework
- Provide communication, training and helpdesk support in implementation, maintenance and currency of the risk management system
- Monitor and report on the progress of implementation of projects
- Develop resources and documentation to assist where appropriate
- Ensure development is in line with LCAQD / LEQ standards
- Maintain strict confidentiality in all matters to do with administration and business of LEQ and Lutheran schools.

Compliance Reporting
- Monitor the LEQ Compliance Calendar and ensure currency of content is reviewed by item owners
- Maintain checklists for the LEQ Secretariat
- Be a regular point of contact for SCHOOLS personnel including receiving and actioning requests for information

Other
- Handle administrative detail of delegated projects
- Support the Chief Financial Officer (CFO), Risk Services Manager (RSM) and Industrial Relations Research & Project Officer (IRRPO) in the management of various administrative projects and tasks
- Perform other tasks that the CFO, RSM and IRRPO or Executive Director may reasonably request from time to time.

ESSENTIAL SKILLS / QUALIFICATIONS / KNOWLEDGE REQUIRED

Authority and Accountability
- Ability to plan, co-ordinate and manage various strategic actions relative to risk management
- Ability to organise and contribute to meetings in a professional manner
- Ability to work independently

Judgement and Problem Solving
- Demonstrated level of competence in judgment and analytical skills in problem solving and decision making within the scope of position

Specialist Knowledge and Skills
- Capacity to understand layout of legislation
- Ability to develop and evaluate implementation plans
- Experience in reviewing and managing systems and work flows
- High quality report writing
- Demonstrated high competency and independence in use of business software including Microsoft Word, Excel and Powerpoint.
- Ability to quickly learn and manage risk management data bases and knowledge management software
- Web content management skills
- High level of attention to detail and currency in proof reading especially in communication, data processing and document production. Effective time, task and project management including using Outlook features
- Demonstrated capacity to solve problems and make decisions in a logical and decisive manner.
Interpersonal Skills
- Excellent communication skills and the ability to liaise with staff on all levels
- Ability to relate to co-workers in a team environment
- Well-developed conflict resolution, and negotiation skills
- Professional, calm demeanour and energised by a people-focused environment

Qualifications and Experience
- Relevant tertiary qualifications and/or relevant experience whilst not a requirement, would be favourably considered
- Some knowledge of organisational structure and functional responsibilities
- Understanding of general governance issues
- Ability to deal with a range of stakeholders
- Current Class “C” Driver’s licence
- Some experience in schools would be beneficial.
- Holds Positive notice for Working with Children

The AO-C is also expected to carry out other reasonable general office tasks for the well-being and efficient operation of the LEQ office, as directed by the Executive Director or their delegate.

WORKPLACE COMPLIANCE
The role requires commitment and adherence to the following:
- The mission and values of LEQ as well as an appreciation and understanding of a not-for-profit organisation and environment
- Workplace Health and Safety legislation, policies and procedures
- LEQ Code of Conduct
- Client Services Standards Policy
- Responsible computer and internet use policy
- All other policies and procedures of Lutheran Education Queensland

APPLICATIONS
If you wish to apply for this role, please send your letter of application and attached resume to:

Jobs@leq.lutheran.edu.au

QUOTE REF: Administration Officer – Compliance (AO-C) LEQ001

DEADLINE:
Applications close: 12.00pm Thursday 2 April, 2015