

Position Description

POSITION TITLE	Compliance Manager
REPORTING TO	CEO
DIRECT REPORTS	Nil
CLASSIFICATION	Social, Community, Home Care & Disability Services Industry Award – Modern Award. Level according to qualifications and experience
EMPLOYMENT TYPE	This position is Casual (estimated up to 8 hours per week)
LOCATION	Primarily work from home. A desk is also available at 552 Victoria Street, North Melbourne VIC if preferred or as required.

Organisational background

Down Syndrome Victoria (DSV) is Victoria's peak organisation representing people with Down syndrome and their families. We are a community based, not-for-profit membership association. We have a proud history of supporting individuals, families, and the community since 1978.

We work alongside people with Down syndrome and their families so they may reach their full potential and live the lives they choose. We provide parents, families, professionals, and friends of people with Down syndrome with support, encouragement, information, opportunities and resources. This includes prenatal support and information to expectant parents and health professionals.

DSV advocate with and for people with Down syndrome to have access to the same opportunities, supports and community activities as other Victorians based on a human rights approach, and consistent with the United Nations Convention on the Rights of Persons with Disabilities. We want to live in a society where people living with Down syndrome are valued, reach their full potential, and enjoy social and economic inclusion.

Together, we can and will create this inclusive community. A copy of the DSV Strategic Plan is available from [our website](#).

Position background

The Grants Manager role was merged with the Compliance Manager role in early 2020 in recognition of the increased complexity and importance of compliance and governance under the NDIS Q&S framework. It was also the fortuitous position of a suitably qualified and experienced candidate already being employed at DSV that resulted in the merging of these functions.

This role was made a stand-alone responsibility from July 2021.

Key deliverables & responsibilities

Key deliverables for this role include:

- Draft, review, update DSV policies and procedures in accordance with DSV's compliance calendar
- Work with CEO and team to develop effective policy and procedures

- Work with team members responsible for the delivery of DSV's NDIS service provision to ensure compliance with the NDIS Practice Standards
- Liaise with external auditors and the NDIS Quality and Safeguards Commission to prepare DSV for NDIS audits
- Complete or coordinate internal audits according to Internal Audit Review Schedule
- Regularly review and monitor DSV registers
- Oversee OHS, HR and incident management procedures
- Research and monitor changes to relevant rules, regulations and legislation related to the work of DSV and update DSV policies and procedures accordingly

Key selection criteria

Key selection criteria for the position are:

Essential

- Knowledge of NDIS Practice Standards, disability service delivery and NDIS audit processes
- Highly developed writing, editing and reviewing skills
- High attention to detail
- The ability to assess circumstances and problem solve solutions
- Effective use of Microsoft Office suite
- Tertiary qualification and/or equivalent work experience

Desirable

- Experience managing an NDIS audit
- Comprehensive knowledge and understanding of the work of DSV and its policies and procedures

Personal qualities

Our values guide who we are and what we stand for in every interaction.

- **Respect for people:** We develop lifelong relationships based on value, trust, compassion, and respect
- **Do the right thing:** We are honest, ethical and trustworthy. We take accountability for our actions to deliver in the best interest of people with Down syndrome and their families
- **Passion for members, families and communities:** We exist for our members and community. We listen, lead, create opportunities and take action to ensure an inclusive future.

All roles at DSV require an empathetic approach, ability to handle difficult situations and appreciate the needs of people from diverse backgrounds. The ability to work both autonomously and as a team is integral to your success in this role.

Work environment

The nature of our small team and priority to deliver in the best interest of people with Down syndrome necessitates a degree of flexibility. This includes a willingness to support colleagues which at times will require you to perform tasks outside of your immediate role.

DSV provides a professional, collaborative, and safe working environment. All DSV employees are expected to comply to our code of conduct and all DSV policies and procedures in the best interest and safety of colleagues, members and the community. Further details are available within the DSV Staff handbook.

DSV is an equal opportunity employer and strongly encourages people with a disability to apply for all positions. DSV offers a flexible work environment.

Conditions of employment

- Appointment of the successful applicant is subject to satisfactory police records check, working with children check, Victorian disability workers commissioner check and other regulatory requirements.
- Other conditions in accordance with SACS 2010 (Victoria) Award

Approved: Chief Executive Officer

Date: 3 November 2021

I acknowledge and agree that the above job description is a true and accurate description of my current role.

Signed: _____
Employee

Name: _____
Employee

Date: _____