

# POSITION DESCRIPTION

## Risk and Compliance Officer

<b>Essential Qualification(s):</b>	Relevant tertiary studies	<b>Essential licence(s):</b>	Open Queensland driver's licence Ability to obtain Positive Blue Card Working with Children Check
<b>Classification:</b>	Salary	<b>Location:</b>	Central Office, Woolloongabba
<b>Delegation of Duties:</b>	Director, People and Performance Head of Service Delivery	<b>Authorities in your absence:</b>	Director People & Performance and Head of Service Delivery

### AEIOU Foundation

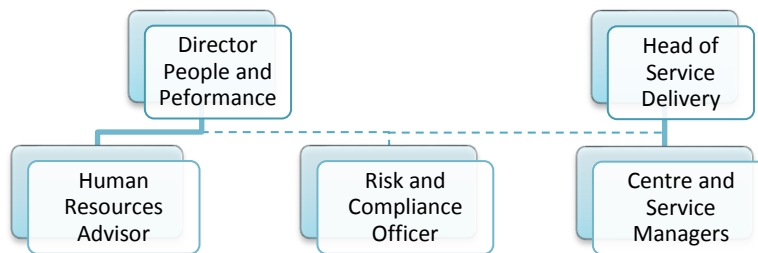
AEIOU Foundation's evidence-based intensive early intervention service provides opportunities for children with autism to achieve lifelong outcomes.

Our program is designed for children aged 2 to 6 years who have moderate to severe needs. Our curriculum, which meets international standards, is delivered by a transdisciplinary team of qualified therapists and educators, with a high staff-to-child ratio.

AEIOU Foundation is proud to employ highly qualified and experienced staff across our centres and we are committed to maintaining and improving skills and knowledge through a rigorous professional development program.



## Reporting Relationships



This position has a dual reporting line to the Director – People and Performance and Head of Service Delivery.

## Position Purpose

The Risk and Compliance Officer is responsible for leading all aspects of continuous quality improvement across AEIOU’s service, to ensure compliance to contractual and accreditation standards and to monitor and manage risk in all areas of the organisation’s scope of operations.

## Key Duties

<b>Quality Management</b>	<ul style="list-style-type: none"> <li>• Develop and implement the Quality, Risk and Clinical Governance systems for the organisation.</li> <li>• Design and implement an internal audit schedule</li> <li>• Key liaison for external audits</li> <li>• Organise regular quality committee meetings</li> <li>• Manage the quality documents system, including approval, publishing, document review, archive, disposal, storage and recall</li> <li>• Facilitate policy and procedure, guidelines and work instruction development and review which support the strategic direction of AEIOU Foundation</li> <li>• Manage the Complaints and Compliments procedure including tracking investigations and resolution times</li> <li>• Attend meetings of the Risk and Audit committee as requested</li> </ul>
<b>Clinical Governance</b>	<ul style="list-style-type: none"> <li>• Act as the Restrictive Practice Compliance Officer</li> <li>• Attend meetings of the Internal Governance Committee as requested</li> <li>• Work with the Head of Clinical Delivery and Head of Service Delivery and centre management team to ensure program reviews are undertaken and are in accordance with the relevant and appropriate clinical governance standards and NDIS</li> <li>• Develop a system on how staff are to record the use of restrictive practices and a system on how we monitor this data (how data is collated)</li> <li>• Work with Clinical Delivery and Head of Service Delivery and centre management team to develop a policy (procedure, guidelines) in regards to restrictive practices</li> <li>• Foster the growth and development of Clinical Governance, Quality Systems and ethics of continuous learning throughout the organisation.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Advisor to General Manager, CEO and members of the Executive Management Team (EMT) to ensure the effective compliance and performance of AEIOU.</li> <li>• Set in place a compliance reporting system for EMT, to ensure accountability</li> <li>• Establish, monitor and measure compliance performance; analysing performance to identify the need for corrective action and maintain register of actions</li> <li>• Liaise with external parties in relation to legislative changes.</li> </ul>

<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Act as the Workplace Health and Safety Officer</li> <li>• Act as the Workplace Rehabilitation Officer</li> <li>• Organise the Workplace Health and Safety committee meetings</li> <li>• Maintenance and continuous improvement of the Workplace Health and Safety Management (WHSMS)</li> <li>• To provide advice, information and instruction on local issues</li> <li>• To conduct safety audits as required</li> <li>• To assist in the development of injury and incident prevention strategies for their area</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Support the AEIOU management in identifying, analyzing, evaluating and treating risks, including record keeping and reporting</li> <li>• Assess and recommend risk management systems appropriate for AEIOU</li> <li>• Provide appropriate risk minimisation training to center management teams and Program Coordinators.</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Support the Head of Service Delivery to regularly review the services delivery practices of AEIOU centres, ensuring that policies, procedures and practice guidelines are adhered to</li> <li>• Promote the sharing of knowledge within the organisation</li> <li>• Organise staff professional learning on new policies and updates</li> </ul>

## Organisational responsibilities

<ul style="list-style-type: none"> <li>• A commitment to meeting and exceeding AEIOU's vision and mission.</li> <li>• Role model and embrace the organisation's values.</li> <li>• To promote AEIOU to the broader community.</li> <li>• Utilise AEIOU resources and equipment efficiently, economically and honestly.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure conduct reflects our commitment to a workplace that is inclusive and free from harassment.</li> <li>• To comply with AEIOU policies and procedures at all times, including Workplace, Health and Safety directives and practices.</li> </ul>
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## Key Selection Criteria

<ul style="list-style-type: none"> <li>• Sound understanding of the Workplace Health and Safety Act and Regulations 2011</li> <li>• Sound knowledge of Australian Risk Management Standards.</li> <li>• Sound understanding of the principles and practices of Quality and Clinical Governance</li> <li>• Experience in working with leadership teams to bring about changes in organisational behaviour</li> <li>• Ability to quickly acquire and assimilate knowledge of legislative requirements</li> <li>• Demonstrated ability to build and maintain organisational compliance to relevant legislation and regulations</li> <li>• Knowledge, understanding and experience in the development of accurate and well-written policy, procedure and related organisational documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated ability to apply sound research skills to extract information for use in the development of business documents.</li> <li>• High-level relationship management skills, including demonstrated high-level written and verbal communication</li> <li>• Proficient computer literacy skills with advanced skills in MS Word and Excel.</li> <li>• Sound project coordination skills</li> <li>• High-level organisational skills, with demonstrated capacity to set priorities, work with limited supervision, manage variable workloads and contribute to an effective team environment.</li> <li>• Tertiary qualification in Business, Risk and Compliance or Human Resources</li> </ul>
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