



Position Title	Compliance Advisor	Reporting to	General Counsel
Department	Legal/Corporate Services	Direct reports	none
Classification	Level E	Employment Status	Full-time, 1 year fixed term
Position number	TBA	Date	September 2019

The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40 000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop standards, resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

Our Values

RACGP Staff are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower staff to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Team

The Legal Unit which is led by the General Counsel is part of Corporate Services. The Legal Unit looks after or assists in the following areas:

- Advising the CEO and Board
- Agreements with external parties
- Governance
- Review and revision of policy
- Risk and compliance
- Administrative advice

Your Role

The Compliance Advisor will be responsible for implementing and managing the RACGP's compliance framework using a risk-based approach, and managing various legal projects as requested by the General Counsel. The role will work closely with the General Counsel and a range of internal and external stakeholders to proactively manage the RACGP's compliance framework and develop strategies for legal compliance initiatives.

Key Responsibilities

- Develop, implement and manage the RACGP's Compliance Framework using a risk-based approach
- Provide advice and support on compliance matters to the overall business
- Project manage legal & compliance projects to assist the business meet their regulatory obligations
- Assesses operational risks and assist in the development of legal risk management strategies
- Create and documenting compliance policies and procedures
- Perform periodic quality assessments and identify compliance issues, concerns, and deficiencies
- Oversee and monitor reporting obligations to regulators and other external stakeholders
- Embed a compliance culture into the decision making processes and procedures of the RACGP
- Develop and implement a compliance learning strategy for staff and management, including supporting resource development
- Maintain a high level of awareness and knowledge of regulatory compliance requirements
- Proactively advise the organisation on new compliance initiatives, support due diligence activities, and resolve issues accordingly
- Build and maintain effective relationships with key internal and external stakeholders involved in the RACGP's Compliance Framework (senior management and regulators)
- Assist the General Counsel in compliance and legal related matters

Environment, Health and Safety

1. Complies with the RACGP's OH&S policies and procedures.
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace.
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager.
4. Participates in meetings, training and other environment, health and safety activities.
5. Does not wilfully place at risk the health or safety of any person in the work place.

6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.
7. Cooperates with the RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation.

Equity, Diversity and Inclusion

1. Models and promotes appropriate behaviour in relation to equity and diversity principles and practices.
2. Embraces RACGP's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training and RACGP's Reconciliation Action Plan.

Your Relationships

Your role requires interaction with the following stakeholders:

RACGP Employees:

- Internal operational units
- Senior Managers
- RACGP Senior Leadership Team (SLT)

Other:

- Regulators including the Department of Health, the Office of the Australian Information Commissioner, the Australian Charities and Not-for-Profits Commission
- Outsourced providers (audit & consulting services)

Key Selection Criteria

Experience, knowledge and Skills

As a **suitable** candidate, you will have:

- Demonstrated experience in developing and implementing compliance frameworks within an organisation
- Project management experience
- High-level interpersonal skills with a demonstrated record of communicating to a wide range of diverse stakeholders at all levels
- Demonstrated stakeholder management skills, with a record of establishing and sustaining strong relationships, including the ability to influence and achieve positive change
- Experience and knowledge in the implementation of policies and practices across an organisation
- Ability to think creatively and be solutions focussed
- Intermediate experience across the MS Office Suite
- May be required to undergo a National Police record check.

As an **ideal** candidate, you will have:

- Demonstrated experience in developing and implementing a risk-based compliance framework in a complex fast paced organisation

Qualifications

As a **suitable** candidate, you will have completed:

- Qualification in law

As an **ideal** candidate, you will have completed:

- Tertiary qualification in law
- Qualification in compliance and risk management
- Project management certification

Workplace Behaviours

In your role, you are expected to:

Positively influence others

Take initiative

Focus on service

Make effective decisions

Be transparent

Be respectful

Be emotionally intelligent

Be flexible and adaptive

Strive for excellence

Demonstrate integrity

Be accountable

Collaborate

Declaration

I, **XXXXXXXX**, acknowledge that I have read and understood the Compliance Advisor position description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: _____ (signature) Date: _____

This Position Description is approved by:

H.R: 

(signature)

Date: 26/09/2019