

Position Description

Role Details

Role:	Governance & Compliance Coordinator
Reporting To:	Director – People, Quality & Systems
Budget:	Oversight of board budget Oversight of membership budget
Work Location:	Inner Sydney
Status:	Full Time (35 hours per week) Parental leave cover contract until January 2020
Award Classification:	Level 5.1 (\$78,863 plus superannuation and salary sacrificing) Social, Community, Home Care & Disability Services Award 2010

Role Purpose

The Governance & Compliance Coordinator contributes to the effective functioning of PWDA and its operations by supporting its ability to meet compliance obligations, implementing board governance processes and effectively liaising with members. The role is key to PWDA's reputation for sound governance and commitment to fulfilling its obligations to funders and members.

Success measures in this role include:

- Efficiency of processes for nomination and selection of board members and board meetings.
- Feedback from board members.
- Currency and accuracy of compliance registers.
- Delivery of events and projects on time and on budget.
- Contribution to team dynamics.

Accountabilities and Main Duties

Governance

- Maintain a sound understanding of PWDA's constitution and provide advice to members, board members and the Senior Management Team as required.
- Develop and maintain processes for the nomination and election of board members.
- Coordinate the board meeting schedule including arrangements for reasonable adjustment and other logistics.
- Coordinate reporting packs for the Board, prepare operational Board report and distribute packs within appropriate time frames.
- Manage the AGM and the AGM event, including reasonable adjustments for attendees.
- Write content (eg, governance statement) to the PWDA annual report.
- Manage and reconcile the board budget.
- Develop, document and maintain all governance procedures and deliver awareness training when required.
- Maintain a high level of discretion around confidential information.

Compliance

- Work with managers and senior managers to compile and monitor PWDA's risk register.
- Provide regular reports up to board level on organisational risk.
- Monitor compliance reporting against relevant standards or accreditations such as the National Standards for Disability Services, UN ECOSOC and Australian Council for International Development.
- Maintain the contracts register including reporting deadlines and acquittals and establish processes to enable PWDA to meet those requirements.
- Receive, register and allocate to relevant internal stakeholders any external complaints.
- Develop and implement across PWDA a framework for managing projects.
- Create and maintain the central policy register for PWDA and manage processes for review, update and approval.
- Coordinate all processes for the functioning of the WHS Committee including election of members, scheduling of meetings and meeting minutes.

Membership & Engagement

- Project manage annual events such as the Sydney Gay and Lesbian Mardi Gras and Fair Day, in collaboration with relevant internal and external stakeholders.
- Maintain and publish PWDA's corporate calendar.
- Keep PWDA's membership database current and accurate.
- Process membership and non-membership enquiries via the PWDA inbox and refer to relevant stakeholder.
- Develop and implement membership engagement activities.
- Support the communications team with distribution of daily news alert and website updates.
- Provide reports, as required, on member numbers and other statistics.
- Reconcile and report on the membership budget.

Organisational Participation

- Keep abreast of developments in the disability sector.
- Comply with PWDA policies and procedures, as varied from time to time.
- Participate in organisational activities such as staff meetings, planning meetings and team development initiatives.
- Undertake other duties as directed within the scope of this role.

PWDA reserves the right to alter this position description from time to time in accordance with the needs of the organisation

Selection Criteria

Essential

1. Demonstrated experience in a similar role – compliance, governance, policy or high-level administration.
2. A systems approach to work, good organisational skills and attention to detail.
3. Demonstrated capability to manage and coordinate a variety of activities and projects simultaneously.
4. Comfortable with the requirement to meet multiple deadlines.
5. Strong computer literacy, particularly with Excel and databases.
6. Sound written communication skills, with experience in producing reports, minutes and other corporate documents.
7. Strong interpersonal skills and customer service orientation (external and internal).
8. Understanding and commitment to the rights and interests of people with disability.

Desirable

1. Personal or family experience of disability.
2. Previous experience in the community services sector or government sector.
3. Tertiary qualifications.

Other Job Requirements

- Working with Children Check
PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.
- NSW Police Check
PWDA receives funding from NSW Department of Families and Community Services (FACS) under the Disability Inclusion Act 2014. The successful applicant must be approved under the NSW Police Check prior to taking up appointment.
- Six-month probationary period.

Application Processes

Contact:

Phone: (02) 9370 3100 or 1800 422 015

TTY: 1800 422 016

Email: carol@thehumanequation.com.au

For more information about this role, please contact Maja Bulut, Business Operations Manager, using the contact details above.

Submit your application by email carol@thehumanequation.com.au. If you need to submit your application in an alternative format, please contact us using the contact details above or recruitment@pwd.org.au.

Please include the following in your application:

- Your full resume
- A letter outlining how you meet the selection criteria
- 2 referees contact details (note, we will not contact your referees without consulting you first).

Applications close 9 am Monday, 25 February 2019

PWDA is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an EEO employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.