

Position Description	
Position Title:	Compliance and Risk Advisor
Team:	Corporate Services
Employment Status	Full time, Ongoing
Primary location	117 Berkeley St, Melbourne

About Unison

Unison provides a diverse range of housing services in Victoria, including social housing, affordable housing, transitional housing and owners' corporation services.

We believe that affordable housing is the foundation on which to build a life of value, but that a good life takes more than just housing. A good life takes place in a community.

Unison provides affordable housing and works to reduce disadvantage and social exclusion for people who have previously been homeless, by helping to create communities around them. Unison also assists over 3,500 people each year who are homeless or at risk of homelessness.

Unison is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. Unison encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTIQ+ communities to join our workforce.

Vision

Communities that thrive.

Mission

Collaborate to create vibrant, sustainable communities that meet the needs of renters, owners and people who are homeless, by developing, managing and providing access to affordable housing.

Organisation values

Unison is a values-based organisation and seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to maintain high standards of work in line with our Values.

PEOPLE

We put the customer at the heart of what we do, we value each other and welcome diversity.

RESPECT

We are respectful of all and welcome open and honest discussion.

POSITIVITY

We have a positive and dynamic approach to our work. We embrace change, learn from our mistakes and seek to find solutions.

ACCOUNTABILITY

We do what we say we will do.

Position Objectives

The Compliance and Risk Advisor is responsible for ensuring systems and processes are in place to meet compliance obligations to ensure organisational accountability, transparency and legislative compliance. The position is accountable for the completion of accurate and timely compliance reports to key internal and external stakeholders.

The position also oversees Unison's risk management framework and risk register and works with the Director Corporate Services to ensure risk management is appropriately integrated into the daily operations of the organisation.

Key Accountabilities

Compliance Management and Reporting

- Develop and maintain an excellent understanding of organisational compliance requirements, and ensure knowledge remains current with new contracts and funding arrangements
- Produce accurate reports on key performance measures, internal and external compliance requirements in a timely and accessible manner
- Provide specialist advice on compliance requirements and compliance reporting
- Interpret compliance obligations and develop and update systems, policies and procedures to streamline reporting
- Identify opportunities for innovation and improvement to compliance and risk activities
- Assist in the development and implementation of data analysis processes, designed to identify emerging compliance risks and trends.

Risk Management

- Support the operation and review of Unison's Risk Framework
- Facilitate the identification, assessment, management, and reporting of key risks.
- Ensure Unison's risk register is regularly reviewed and updated, results are analysed and insights reported to key stakeholders
- Support the business through the provision of specialist advice on risk

Personal Accountability

- Champion a culture that is respectful, non-judgemental and inclusive in line with Unison's Values, Code of Conduct, Policies and Procedures
- Actively participate in activities and initiatives to promote and sustain a positive and collaborative workplace with colleagues and stakeholders
- Participate in team meetings, staff meetings and other meetings and forums as required
- Participate in regular performance review and planning
- Ensure regular reports relevant to the position are accurate and provided within specified formats and timelines
- Comply with all legislation, regulations, standards and Unison policies and procedures relevant to the position
- Other duties as directed by Unison

Key Selection Criteria

Qualifications & Experience	<ul style="list-style-type: none"> • Tertiary qualifications in a relevant discipline. • Experience in compliance and/or risk management role Experience working in the not-for-profit sector and/or government is desirable
Personal Qualities	<ul style="list-style-type: none"> • Commitment to social justice and desire to promote and model the values of Unison in all interactions with employees, tenants and clients and the broader community. • Demonstrated ability to work independently and take initiative to identify innovations and improvements • Strong attention to detail • Self-starter and quick learner • Ability to manage conflicting priorities and deal appropriately with confidential information • Excellent communication and interpersonal skills, with a solution orientated approach
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Excellent conceptual and analytic abilities and skilled in data analysis and interpretation • Demonstrated ability to make present complex information accessible to a range of stakeholders • Proficiency in contemporary corporate and information technology programs and applications including Microsoft Office suite and the ability to quickly learn new systems • Ability to deliver accurate and timely information to support management decision making.
Workplace Health and Safety	<ul style="list-style-type: none"> • Comply with Unison’s OHS policy and procedures and applicable legislation and promote a positive safety culture • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work • Regularly inspect own work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor. • Actively participate in hazard identification and elimination where practical
Safety screening	<ul style="list-style-type: none"> • This role is subject to a satisfactory National Police History check and Working with Children Check. • Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check.

Organisational Relationships

Accountable to	<ul style="list-style-type: none"> • Director Corporate Services
Supervises (Day to Day Operations)	<ul style="list-style-type: none"> • No direct reports
Internal Liaisons	<ul style="list-style-type: none"> • Corporate Services team • Executive Team • Managers and team Leaders • Other employees
External Liaisons	<ul style="list-style-type: none"> • Government and Funders • Peak bodies and other relevant networks • Unison Tenants

Physical Inherent Requirements

Office Duties	<ul style="list-style-type: none"> • Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks. • General office-based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries.
Driving	<ul style="list-style-type: none"> • Required to drive private or Unison owned vehicles.
Work Environment	<ul style="list-style-type: none"> • May be required to work from different sites, including offsite facilities. • Exposure to varied weather conditions.
Lifting and Carrying	<ul style="list-style-type: none"> • Infrequent lifting and carrying of items up to 5kgs.
Bending and Reaching	<ul style="list-style-type: none"> • Required to occasionally bend and reach.

PD Review

Date PD Adopted:	May 2022
PD Review Date:	May 2025