

Position Description

Position Title	Compliance and Grants Support Officer		
Reports To	Financial Controller		
Division	Administration	Work Centre	Operations
Location	365 Queen Street, Melbourne		
Classification	Level 5	Mode	Fixed term contract to 30 June 2028
Direct Reports	Nil	Date	March 2026

Position Purpose

The role coordinates compliance obligations across ACTU entities, including those arising from grant funded, RTO and Centre for Workers' Capital activities, and provides assurance that reporting, governance and recordkeeping requirements are met.

The role provides compliance coordination and guidance and maintains administrative frameworks, records and reporting systems to support organisational accountability.

A commitment to trade union values and social justice is essential.

Responsibilities & Selection Criteria

Compliance and grants coordination and oversight

- Coordinate and oversee compliance obligations for grant-funded activities, including reporting, governance and record-keeping requirements.
- Review and coordinate the preparation of routine compliance and grants reports, drawing on information collated from agreed sources.
- Provide compliance guidance to staff involved in grant-funded and regulated activities, escalating risks or issues as required.

RTO compliance and governance oversight

- Coordinate and oversee RTO compliance and governance obligations, including reporting requirements, and maintain accurate records, registers and reporting schedules.
- Maintain a register of RTO Memoranda of Understanding (MOUs) and monitor MOU expiry dates, escalating renewal timeframes as required.
- Coordinate audit, review or validation activities by ensuring required documentation and evidence are prepared and available.
- Act as the primary compliance liaison between the ACTU Finance team and the RTO, supporting alignment of reporting, documentation and invoicing requirements

Workers' Capital compliance oversight

- Coordinate and oversee compliance and governance requirements for Centre for Workers' Capital partnership activities, including annual fund reporting and acquittals.
- Maintain oversight of compliance obligations arising from partnership and funding agreements, including reporting, recordkeeping and audit requirements, and monitor key reporting timeframes, escalating risks as required.
- Develop and maintain compliance frameworks, templates and administrative processes to support Workers' Capital activities in line with ACTU governance and reporting standards

Financial and reporting support

- Coordinate compliance-related financial and governance reporting for ACTU entities (including grants, RTO and Centre for Workers' Capital activities) in collaboration with the ACTU Finance team, and monitor key reporting dates and cycles, escalating risks or issues as required.
- Maintain oversight of auditable financial, governance and compliance records for ACTU entities, ensuring documentation meets internal governance requirements and external regulatory or partnership obligations.

- Support the Financial Controller with processes required to implement and maintain compliance with new electoral reforms, including updating registers, documentation, and reporting workflows.

Coordination and liaison

- Liaise with internal staff to gather information required for reports, audits or reviews.
- Respond to compliance-related enquiries and provide guidance within the scope of the role.

General operational support

- Participate in team meetings, training and process improvement activities.
- Undertake other duties consistent with the role and classification.

Key Selection Criteria

Essential

- Demonstrated experience coordinating or overseeing compliance, governance or reporting obligations across multiple functions or activities.
- Demonstrated ability to identify, monitor and escalate compliance risks or issues within regulated or governance driven environments.
- Strong attention to detail and records management skills.
- Ability to follow established procedures and work to deadlines.
- Clear written and verbal communication skills.
- Competence using Microsoft 365 and database or record-keeping systems.
- Demonstrates reliability, discretion and accuracy.
- Works collaboratively and respectfully with colleagues.
- Operates in accordance with ACTU values and policies.

Desirable

- Experience in a grants funded, regulatory, education or RTO environment.
- Familiarity with audit or compliance documentation processes.

Key Contacts

Key Internal Contacts

All ACTU Work Centre's and Staff

External Contacts

ACTU affiliates
Other relevant external stakeholders.