POSITION DESCRIPTION

Position: Federal Governance & Compliance Officer

Reports to: Federal Secretary

Position Overview:

This position will support the Federal Secretary to implement and strengthen the union's governance and compliance framework of the AEU Federal Office and its eight Branches, in consultation with the AEU Governance & Compliance Committee, Federal Secretary, Federal Executive and Federal Conference and Industrial Officers as appropriate, in accordance with all relevant legislative and regulatory requirements. The position also liaises with the AEU Federal Office Finance Manager to ensure compliance in relation to financial reporting requirements.

Key Responsibilities:

1. Working with the Federal Secretary to support and strengthen compliance with the Fair Work (RO) Act, Commonwealth Electoral Act and all relevant laws, regulations, national standards and policies and work with key personnel, including Federal Elected Officers, Branch Secretaries and relevant staff across Federal Office and Branches to ensure compliance and mitigate potential risks to the AEU.
2. Develop and implement risk management strategies across the AEU, in collaboration with Branches, to protect the AEU's assets and interests.
3. Coordinate the development and implementation of a compliance and risk management database for the AEU, in consultation with the Federal Secretary, Federal Elected Officers, AEU Branches and the AEU Federal Office Finance Manager.
4. Develop, implement and maintain effective governance structures and processes for the AEU, providing guidance to the AEU's Federal Executive and Conference, AEU Governance & Compliance Committee and staff on governance best practices.
5. Review and assess the AEU's policies, procedures, and practices to ensure they align with the Fair Work (RO) Act, Electoral Act and all relevant laws, regulations, and national standards.
6. Assist with the development, updating and implementation of policies and procedures related to employment practices, workplace health and safety, equal opportunity, and other relevant areas to ensure compliance with legislative requirements.
7. Provide training and educational programs to employees and management to raise awareness of their rights and responsibilities under the Fair Work (RO) Act and other relevant legislation.
8. Conduct internal audits and risk assessments to identify areas of non-compliance or potential risk areas and implement measures to address these areas.

9. Stay informed of changes to the Fair Work (RO) Act, Electoral Act and other relevant legislation and industry best practices to ensure the AEU's policies are updated continuously.
10. Provide governance and compliance policy advice to the Federal Office, AEU Finance Manager and other teams to contribute to achieving the AEU's strategic priorities, including providing written materials where needed.
11. Liaise with Federal Office teams, as required, to facilitate a unified approach to the work of the AEU and to achieving the AEU's strategic goals.
12. Undertake duties as directed by the Federal Secretary

Generic knowledge, qualifications and experience

- High level written and verbal skills including the ability to communicate complex issues clearly and persuasively.
- The ability to work collaboratively in a team, or independently as appropriate.
- A demonstrated capacity to engage in high level research including the ability to identify and analyse issues, propose strategic solutions and prepare reports and submissions.
- High level organisational skills including the ability to meet deadlines, manage competing demands and workload effectively, and complete tasks unsupervised and on time.
- Knowledge of and commitment to public education and unionism.
- Completion of a tertiary qualification in a relevant area.