

A FUTURE FOR ALL OF US



Our Hiring Statement

The Queensland Greens are Hiring. Take the Next Step. Work with Us. Our movement is made up of people just like you, passionate about the climate, social justice and economic reform. If you are driven to be the change in the world and have skills to offer, then get ready and get involved. It starts here. It starts now. Apply today.

Details

Position:	PARTY COMPLIANCE OFFICER
Commencement date:	Before Feb 2023
Completion date:	Ongoing
Contracted Weeks	Ongoing
Contracted Days Per Week	3 DAYS PER WEEK (extra days during elections)
Award classification	QUEENSLAND GREENS SUPPORT LEVEL 7
Annual Rate for Position	\$83,727.67
Employment Status	PERMANENT - Part Time
Average Hours per Working Day	7.6
Contract Hourly Rate if applicable	\$42.37
Standard Probation Period	12 Weeks
Place of Employment	Qld Greens State Office - Milton, Brisbane
Reports to	State Director



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Application Deadline

5pm Wednesday 9th November 2022

Application Process

Send to applications@qld.greens.org.au

QUEENSLAND GREENS PARTY COMPLIANCE OFFICER

Position Description

The Queensland Greens is searching for a motivated and experienced part-time compliance officer to guarantee that our party processes and transactions follow all relevant legal requirements and internal guidelines. Your duties will include reviewing employee work, developing internal procedures and policies, and responding to policy violations and external audits.

The ideal candidate will be professional, highly-analytical, and possess excellent written and verbal communication skills. To prosper in this role, you should be fluent in risk management, financial oversight and the application of legal frameworks across all aspects of an organisation. This is a newly created role within the party and the organisation will work with the successful applicant on the exact functions of the role over time.

List of relevant compliance and regulation frameworks:

- ECQ
- AEC
- Office of Fair Trading
- Fair Work
- WHS Qld
- Workers Compensation
- Employment Contracts



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Role Responsibilities:

- Implement and manage an effective legal compliance program.
- Develop and review internal procedures and practices to meet legal and guideline requirements.
- Advise management on the compliance with laws and regulations through detailed reports.
- Create and manage effective action plans in response to audit discoveries and compliance violations.
- Regularly audit operations, procedures, practices, and documents to identify possible weaknesses or risks.
- Liaise with relevant regulators and government departments on requirements to meet our obligations.
- Ensure all relevant internal groups are educated on the latest regulations and processes.

Applicant Requirements:

- You must have a Bachelor's degree in finance, business management, law or a related field.
- You must have 3 – 5 years' proven experience in a compliance officer role or similar management oversight role.
- You must have good knowledge of legal requirements and procedures and how to apply them.
- You must be comfortable with navigating databases and accounting systems.
- You must have strong interpersonal and negotiating skills with the ability to communicate and work collaboratively with a complex range of stakeholders.
- You must have the ability to interpret legislation in the development of frameworks, policies and procedures.
- You must have experience in providing concise reports to senior management.
- You must be highly-analytical with strong attention to detail.
- You must have experience with providing training in compliance implementation strategies.
- You must have a commitment to Greens policies and values.

Applications are invited via email to applications@qld.greens.org.au by 5pm Wednesday 9th November.

