



POSITION DESCRIPTION

Title of Role:	Legal and Compliance Manager	Annual Salary:	\$85,000 to \$95,000 + super + PBI salary packaging (dependent on experience)
Business Unit:	Corporate Services	Type of Appointment:	0.8 to 1.0 FTE Fixed term – 2 years
Division:		Position Number:	
Award Type	Award Free		

YSAS Vision

A community where all young people are valued included and have every opportunity to thrive.

YSAS Purpose

To enable young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

YSAS Values

Honesty	We are impartial and authentic in our practice and in how we relate to colleagues within and outside of our organisation.
Empowerment	We create a positive environment for staff and young people to make valuable contributions.
Accountability	We set high standards and we are answerable for our decisions and actions.
Respect	We respect the rights of others and treat others as we would like to be treated.

Child Safety

YSAS is a Child Safe organisation. We actively promote the safety and wellbeing of young people, and are committed to protecting young people from harm or abuse who come into contact with and/or access our service. Applicants must undergo rigorous screening and recruitment processes, including providing evidence of current WWCC and National Police Check prior to commencing employment.

Position Purpose

The Legal and Compliance Manager will contribute to the achievement of YSAS' compliance objectives by managing the development, implementation and monitoring of various processes and policies as they relate to the overarching governance framework. This role will also review all contracts and ensure compliance.

Reporting Relationships

This role reports to the Chief: Finance & Corporate Services

Key Relationships/Interactions

The primary stakeholders that this role will interact with are:

- Executive
- All Functional managers
- External parties including funder organisations

Key Challenges

Incumbents in this role must:

- Ensure that YSAS is aware and complies with contractual, legislative and regulatory requirements
- Have a legal background
- Have excellent communication and business partnering skills, and confidence in managing competing priorities

Special Conditions

Prior to commencement of employment incumbent must provide YSAS assurance of their:

- Working with Children's Check (WWCC).
- Satisfactory National Police Check (NPC).
- Any relevant required professional registrations (e.g. AHPRA, CPA, etc)
- Driver's licence.
- Copies of all relevant qualifications.

Other relevant role information

- Some out of standard hours work may be required, especially during peak periods such as end of the financial year.
- The incumbent of this role may be required to work at different YSAS sites depending on YSAS operational requirements.

YSAS Conditions

All YSAS employees are required to work in accordance with including but not limited to:

- Occupational Health and Safety Act 2004 (Victoria)
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act (2009)
- Relevant Awards, Enterprise Agreement
- Duty to maintain privacy and confidentiality
- Smoke Free Workplace
- Code of Conduct
- Child Safety best practice
- Other YSAS policies and procedures, which may be amended from time to time.

Responsibilities

This position description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

Key Responsibilities (delete any that are not applicable)	Major Responsibilities	Performance Indicator/Measurement
Compliance	<ul style="list-style-type: none"> • To consider the implications of contractual, legislative and regulatory requirements and undertake compliance monitoring procedures as necessary in the fulfilment of these compliance requirements • Documentation and dissemination of procedures to promote contractual, legislative and regulatory compliance • Assess the impact of legislative changes to the business, and ensure the business units are fully informed • Supporting the compliance process of all existing and prospective contracts, including performing legal audits • Participate in crisis planning and training and ensure optimum business continuity and risk management • Participate in and potentially lead internal investigations • Maintain all compliance registers including but not limited to <ul style="list-style-type: none"> ○ Conflict of interest register ○ Gifts, Benefits & Hospitality register ○ Legal & Compliance register ○ Risk register • Ad hoc legal and governance projects as required, and staff support and training 	<ul style="list-style-type: none"> • Clear advice to Executive on contractual and legislative requirements • Ensure optimal level of compliance and risk management across the organisation
Insurances	<ul style="list-style-type: none"> • Maintaining and managing YSAS Insurance policies 	<ul style="list-style-type: none"> • Ensure the insurer is informed of all changes at YSAS and actual and potential claims within 48 hours
Risk Management	<ul style="list-style-type: none"> • Support the development and maintenance of YSAS's corporate/organisational risk framework excluding clinical risk and promoting a culture to empower and skill our people to proactively identify, disclose and manage risk to enable stronger overall performance and compliance 	<ul style="list-style-type: none"> • Proactive management of risk and highlighting priorities

	<ul style="list-style-type: none"> Working with Manager, Quality and Risk to ensure YSAS's Risk Register is up to date 	
Contract Administration	<ul style="list-style-type: none"> Support the development and maintenance of YSAS's contract management systems, policies, processes Review and assess all contracts Work with Finance to develop procurement systems and procedures to manage vendors and ensure compliance with YSAS requirements 	<ul style="list-style-type: none"> Contract management system is updated within 48 hours and proactively managed All deliverables are met
Policies and Procedures	<ul style="list-style-type: none"> Review organisational policies and procedures to ensure compliance to legal, legislative and contractual requirement Maintain the organisation's existing policies Develop new policies as required Maintain and update the policy register 	<ul style="list-style-type: none"> All policies and procedures are compliant with updated and new legislation and contractual requirements All policies and procedures are reviewed and approved within 4 months of review date
Reporting	<ul style="list-style-type: none"> Prepare and lodge notices and returns in accordance with all fundraising and other reporting requirements Ensure the business is fully compliant and aware of their reporting requirements and regulatory and compliance developments Supporting the Company Secretary to maintain corporate secretarial, ASIC and ACNC registers including lodgement and processing of documents/returns 	<ul style="list-style-type: none"> Accurately complete returns Timely lodgement of returns
Leadership and Management	<ul style="list-style-type: none"> Contribute to an environment that is inclusive, supportive and collaborative. Create a climate within the organisation which encourages and supports openness, persistence and genuine debate around critical issues. Raise critical issues, especially with YSAS Executive and make decisions in complex and novel situations. Support YSAS to operate flexibly and to adapt to external and internal change. Work with and support the learning and development of other members of the team Encourage new ways of looking at established processes and practices by creating an environment that values innovation 	<ul style="list-style-type: none"> Identified process improvement opportunities saving time and creating efficiencies Train other staff members to step up and undertake relief duties during backfill periods, or peak periods

Stakeholder Engagement	<ul style="list-style-type: none"> • Constructively contribute and collaborate with all colleagues and external stakeholders • Deliver high quality work that supports our operating environment • Demonstrate compliance with all legislation and YSAS' policies and procedures 	<ul style="list-style-type: none"> • Positive feedback from stakeholders, both internal and external
Continuous Improvement	<ul style="list-style-type: none"> • Contribute to continuous quality improvement of services, processes and systems • Participation in evaluation and ongoing monitoring of services, processes and systems 	<ul style="list-style-type: none"> • Ensure all work complies with relevant legislation/ regulations, YSAS' policies and procedures • Ensure confidentiality of documentation is maintained

Qualifications, Skills, Knowledge and Experience relevant to the role

Education	<ul style="list-style-type: none"> • Relevant legal qualifications • Professional membership
Experience	<ul style="list-style-type: none"> • Demonstrated knowledge and experience in a professional Legal and Compliance capacity • Experience in Not for Profit sector desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Well organised, and able to be flexible in managing competing priorities and deadlines • Excellent written and oral communication skills, as well as highly developed interpersonal, coaching, and consultative skills • Strong analytical thinking and problem-solving skills and ability to deliver innovative solutions • Demonstrated sound decision making and judgement • Experience working collaboratively to develop solutions • Proven ability to provide professional guidance to influence multi-disciplinary teams and to be an effective team player • Ability to build trust and strength in YSAS governance structures • Proficient with Microsoft Office
Personal qualities	<ul style="list-style-type: none"> • Has tact, sensitivity and diplomacy; ability to think on feet and act proactively with discretion. • Commitment to personal learning, development and improvement in pursuit of own performance objectives and those of the team and organisation. • A high level of motivation and commitment to the YSAS values

Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the Legal & Compliance Manager role. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in YSAS's Performance matrix. This broader group of behaviours are applicable to your ongoing success in the role.

Category	Level	Behaviours
Strategic Direction	Tactical / Operational	<ul style="list-style-type: none"> Actively promotes YSAS' goals and direction Ensures plans and objectives are communicated to others Adopts a balanced approach to risk aversion and risk taking Communicates risks and issues from employees to senior management Actively participates in business planning Reinforces the need for change and innovation in YSAS
Achieves results	Tactical / Operational	<ul style="list-style-type: none"> Is accountable for the delivery of timely and accurate results Critically evaluates an issue prior to determining a course of action Sets clear expectations around quality of work and timeframes Prioritises workload effectively and negotiates deadlines where appropriate Takes responsibility for the delivery of quality and timely results
Business Excellence	Tactical / Operational	<ul style="list-style-type: none"> Challenges others to seek business improvements Identifies areas for budget savings Addresses unsatisfactory performance promptly Reviews existing procedures to streamline and improve business processes
Working Relationships	Tactical Operational	<ul style="list-style-type: none"> Shares resources and information to achieve common goals Actively identifies key internal and external stakeholders and builds rapport with these individuals Adapts their approach to suit the situation and audience Takes other opinions into account when decision making Is approachable and easy to work with Listens to others and responds clearly
Personal Drive and Professionalism	Tactical Operational	<ul style="list-style-type: none"> Models courteousness and professionalism in the workplace Demonstrates integrity and ethical behaviour Challenges opposing views in a respectful manner Remains positive when faced with difficult challenges

		<ul style="list-style-type: none"> • Seeks learning opportunities to strengthen areas for personal development • Acts in a respectful and professional manner • Shows positivity and honesty • Maintains professionalism and confidentiality when dealing with sensitive issues • Recovers quickly from setbacks and refocuses on the task at hand • Looks for opportunities to engage in personal development • Ensures work practices are undertaken in a safe manner
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Selection Criteria for Appointment into Role

1. Demonstrated experience in a professional legal and compliance capacity
2. Proficiency in ensuring contractual, legislative and regulatory compliance
3. Experience or knowledge of corporate governance
4. Proficiency in reviewing contracts, leases, etc.
5. Experience working with senior management within organisations
6. Excellent communication skills, as well as highly developed interpersonal and consultative skills
7. Methodical and process-oriented, with attention to detail
8. Well organised with the ability to manage competing priorities and meet deadlines
9. Good judgment, ability to influence and be seen as a credible source of advice

Incumbent Statement

I accept the PD as acknowledged above and understand that the PD will be reviewed as required. I also understand that the PD may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established.

Acknowledged by
occupant

----- / /
(Print name) (Signature)

Acknowledged by line
manager

----- / /
(Print name) (Signature & title)

Job and Person Specification Approval

...../...../..... DELEGATE (Chief: Finance & Corporate Services)