



## Policy and Compliance Officer

**Position Description**  
**(part-time- 12 months fixed term)**  
**21 hours a week**

<b>Job Title</b>	Policy and Compliance Officer
<b>Company</b>	Wellsprings for Women Inc.
<b>Reports to</b>	Women's Support Manager
<b>Salary and conditions</b>	In Accordance with the NHAC Collective Agreement Salary range - \$33 to 35 per hour dependent on skills and experience As a registered charity, Wellsprings offers salary packaging plus 10% Superannuation. 17% leave loading and Flexible working arrangements

*This position is open to females only. Wellsprings for Women's conduct falls within the exceptions contained in sections 28 and 88 of the Victorian Equal Opportunity Act 2010*

### Organisation

Wellsprings for Women established in 1994 in Dandenong, Victoria, is a community-based organisation dedicated to supporting women to gain control over their lives, recognise the root causes to the barriers they face and gain the skills they need to achieve their goals. Wellsprings provides a range of services and programs that are designed in consultation with women especially women of migrant, refugee and asylum seeker background and women impacted by mental health, trauma, poverty and family violence.

We are a neighbourhood house and a Learn Local, with a specialisation in women's issues. We service the most multicultural population in Victoria. We are committed to gender equality, human rights and a society where women are safe and free from violence.

### Role

#### **Information about the role**

This role is part of The Women's Support Team which assists women experiencing a range of issues including homelessness, poverty, family violence and mental health.

Women are either referred to Wellsprings from other agencies or self refer. This role works across the organisation to align Wellsprings policies and procedures to MARAM Framework.

It also has responsibility for undertaking necessary policy and training duties to secure accreditation for Wellsprings under the Human Services Standards.

### **Key Accountabilities**

Duties include:

- Review and assess Wellsprings existing policies and procedures in line with MARAM Framework
- Undertake an internal audit to identify what needs to be done to fulfil requirements of MARAM alignment and Human Services Standards
- Develop action plan and implement the changes and improvements required
- Liaise with Department of Families, Fairness and Housing and Family Safety Victoria and Domestic Violence Victoria to ensure that Wellsprings is meeting its compliance obligations
- Attend relevant network meetings
- Develop policies and procedures that are currently missing and are required to achieve the position's objective
- Liaise with staff across the organisation to consult, inform and build their knowledge and skills relating to MARAM framework and Human Services Standards

### **Key Selection Criteria**

1. Tertiary qualifications in policy development or research or related field
2. Demonstrated experience in undertaking research, consultations and policy development
3. Ability to implement improvements and changes and securing approval from impacted stakeholders
4. Highly developed interpersonal and problem-solving skills
5. Well developed communication skills (verbal and written)
6. Demonstrated experience in assisting organisations to meet compliance requirements and achieve accreditation
7. Demonstrated experience in project management, meeting deadlines, and reporting

Other criteria:

- Computer skills, including a working knowledge of Microsoft Office.
- Current Victorian Driver's Licence,
- Working With Children Check
- Relevant pre-employment screening and checks which includes a police-check.

### **Application Process**

Please submit your resume, cover letter and responses to the Key Selection Criteria to [jane@wellspringsforwomen.com](mailto:jane@wellspringsforwomen.com) by 30th of July 2021 close of business.

**Applications that do not address the selection criteria will not be considered**

**Position Enquiries:** contact Jane Ferris, Manager Women's Support on 0397013740 or email [Jane@wellspringsforwomen.com](mailto:Jane@wellspringsforwomen.com)